


NOT CONFIDENTIAL

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	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: MAY 18 1993	POLICY NO.: ADM.01.03
	DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): 1.2.0 - 3/20/91	
	SUBJECT: EFFECTING CHANGES IN ORGANIZATION		Page 1 of 21

## 1.0 PURPOSE

No. 93-19495

To state the policies and procedural guidelines for effecting changes in the organization of the Department.

## 2.0 REFERENCES AND DEFINITIONS

### .1 References 3211321321321

- a. Hawaii Revised Statutes, Sections 26-38 and 26-39.
- b. Governor's Administrative Directive No. 90-01, Policy and Procedures for Effecting Changes in Organization, January 26, 1990.
- c. Governor's Administrative Directive No. 90-13, Policy and Procedure on Requesting Approval to Establish Permanent Positions Varying from Series and Class Authorized in the Current Appropriations Act, February 5, 1990.
- d. Article 4, Personnel Policy Changes, Collective Bargaining Contracts.
- e. Governor's Executive Memorandum, Budget Execution Policy and Instructions, disseminated annually.
- f. Governor's Executive Memorandum, Annual Review and Updating of Departmental Organization and Position Organization Charts and Functional Statements, disseminated annually.

### .2 Definitions As used in this context:

- a. "Annual Organization Updates" - an annual update (audit) of the total organization of the Department at the end of each Fiscal Year, approved by the Governor and filed with the Office of the Lt. Governor.
- b. "Delegated Changes in Organization" means those organizational proposals requiring the approval of the Director of the Department.
- c. "Departmental Organizational Information (DOI)" means the documentation materials which constitute the official organizational

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structure of the Department to be registered with the Department of Budget and Finance and the Office of the Lt. Governor. The documentation includes the following:

1. Approved organization charts which schematically reveal the organizational segment(s) of the Department and the relationship between the segments;
  2. Approved position organization charts which schematically reveal authorized individual positions which comprise each organizational segment; and
  3. Approved functional statements which describe the functional responsibilities of each organizational segment.
- d. "Narrative Discussions" - statements justifying organizational changes addressed to the Governor or the Director.
- e. "Non-Delegated Changes in Organization" means those organizational proposals requiring the approval of the Governor.
- f. "Organization" as use in this context means:
1. A number of positions or groups of positions having specific responsibilities and accountability, and united for some purpose of work; and
  2. The process of combining related functions which positions or groups of positions need to perform in a coordinated and systematic manner.
- g. "Organizational levels" means a series of organizational segments divided in a logical hierarchical order as follows:
1. Line Organizational Hierarchy
    - (a) "Department" means an organizational segment assigned responsibility and accountability for major program areas as determined by the Governor.

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- (b) "Division" means an organizational segment assigned responsibility and accountability for accomplishing a major component of the Department's mission and/or a series of programs as determined by the Director. Departmental staff offices, boards, commissions, authorities, councils, etc., administratively attached or subject to the administrative control or supervision of the Director shall be considered as a Division.
- (c) "Branch" means an organizational segment responsible and accountable for the direct administration of one or more programs as determined by the Director.
- (d) "District" means an organizational segment responsible and accountable for the direct administration of one or more programs within a defined geographical area as determined by the Director. Districts may be a subdivision of a division where they are equivalent to a branch; or a subdivision of a branch where they are equivalent to a section as required by a department.
- (e) "Section" means an organizational segment responsible and accountable for the direct operation of one or more programs, or for providing supervision to a functionally related grouping of two or more units as determined by the Director.
- (f) "Unit" means an organizational segment responsible and accountable for the direct operation of a single program, or other clearly defined area of work, or for providing supervision to a functionally related grouping of sub-units as determined by the Director.
- (g) "Sub-unit" means an organizational segment responsible and accountable for direct operation of one or more components of a program as determined by the Director.
- h) "Team/Crew" means an organizational segment responsible and accountable for the direct provision of a specific service or an operation that requires close

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coordination of individual members to achieve. It may be a subdivision of a section where it is equivalent to a unit or a subdivision of a unit where it is equivalent to a sub-unit.

## 2. Staff Office Organizational Hierarchy

Staff offices, in every level of the Department, are defined as organizational segments providing administrative or other support to segments involved in direct program operations. Offices, in general, should not, regardless of their organizational location be involved in directing program operations, although they can be used for this purpose if no other organizational designation is appropriate.

Any office segment, in every level of a branch organization, shall be recognized as one organizational level below the branch segment, therefore, shall not require the approval of the Governor to effect changes in organization. Any departmental Staff segment and divisional Office segment and below shall not require the approval of the Governor to effect changes in organization. On the other hand, any office segment above a departmental Staff and divisional Office shall require the approval of the Governor. (Refer to Appendix A).

Offices may be divided regardless of whether they exist on the department, division, or branch level as follows:

- (a) "Office" (Department or Division) - A main staff support organizational segment responsible and accountable for providing support services to the Department or a Division (e.g., Public Affairs Office of the Office of the Director, Personnel Management Office, Corrections Program Services Office).
- (b) "Office" (Branch) - A staff support organizational segment under a branch organization responsible and accountable for providing support services to the branch or below organizational segments. (e.g., a Business Management Office under a large facility administration).

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(c) "Staff" - A support organizational segment established under an Office segment of a department, division, or a branch. Generally, Staffs are established when there are limited positions performing support functions within an Office, of which one has supervisory functions over others. In addition, Staffs are established when two or more Staff segments are needed under an Office. (e.g., Labor Relations and Employee Relations Staff of the Personnel Management Office).

(d) "Section" - A support segment established under a Staff segment of a department, division, or a branch. Section segments are established when there are a number of positions performing a specific function within a Staff, and positions are divided among different supervisors.

Sections may be established when they are at least two or more levels needed to support a Staff segment. A section may be staffed by a single position, provided that the functions assigned are distinctly different from the other section(s) of the Staff.

(e) "Unit" - The lowest support segment established under a sectional level. A Unit may be used to further delineate support functions being performed by a number of positions within a section.

h. "Position Variance" - A process requesting approval from the Governor or the Director of a department to establish permanent positions varying from series and class authorized in the current appropriations act.

i. "Reorganization" means a process for changing an organization by adding, deleting, combining, or realigning the elements of the organization, including changes in functional statements.

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### **3.0 POLICIES**

It is essential that sound organizational principles be applied in structuring organizations and deploying the Department's human resources. Organizations are seldom static entities and are in a constant state of flux in response to changing internal and external conditions. Structurally, organizations should portray clear lines of authority and accountability, clear lines of command and channels of communication, logical division of work among and between organizational segments, and appropriate span of control. Functionally, it should clearly describe the mission or purpose of the organization, areas of responsibilities, assignments and clear directives which can contribute to achieving high morale, motivation and job satisfaction among the Department's employees.

It is policy that:

- .1 All organizational segments of the Department shall be reviewed and updated annually, or as circumstances warrant, effect reorganizational changes to assure the appropriate alignment of organizations and positions.
- .2 No approved organization of the Department shall be altered by adding, abolishing, combining, or realigning the organization structure without the approval of the Director.
- .3 Only organizations approved by the Governor, or acknowledged by the Director, and recorded with the Office of the Lt. Governor shall be the binding documentation of the Department's organizational structure.
- .4 All organizational proposals shall be prepared and processed by using the guidelines contained in this directive.

### **4.0 SCOPE**

This directive applies to all organizational segments at all levels of the Department, including those segments assigned to the Department for administrative purposes.

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## **5.0 RESPONSIBILITIES**

### **.1 Administrators, Managers, Supervisors**

- a. All administrators, managers and supervisors, at all organizational levels of the Department, shall be held responsible and accountable to continuously assess their assigned organizational segments, and establish and maintain organizational structures that will facilitate the optimum delivery of services consistent with funding levels.
- b. All administrators, managers and supervisors shall be responsible to review and update their assigned organizational segments no less than annually, or as circumstances warrant, to effect reorganizational changes in accordance with the procedures set forth.

### **.2 Management Staff**

- a. The Management Services Office (MSO) of the Office of the Deputy Director for Administration shall be responsible to:
  1. Review proposals to determine whether the proposals fulfill as to form and format the Department's, Departments' of Budget and Finance and Personnel Services requirements for organizational change;
  2. Determine whether proposals represent a significant advantage over the existing organization in terms of efficiency and effectiveness in accordance with management principles;
  3. Determine appropriations relative to positions.
  4. Coordinate the development of proposals with requestors; and
  5. Process and monitor the submission of proposals.

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b. Personnel Office

The Department's Personnel Office shall be responsible to review proposals as to position classification issues, including position variances, and represent the Department in consultation with appropriate collective bargaining units regarding organizational change.

.3 Deputy Director for Administration (DEP-A)

The DEP-A shall be responsible to ensure that organizations are appropriately structured and in compliance with organizational management principles, laws, rules and regulations and respective directives and procedures of governmental agencies.

.4 Deputy Directors (DEP)

The DEPs shall be responsible to ensure that their respective organizations are in compliance with the directives and procedures set forth; provide managerial review/input/guidance on organizational proposals as appropriate to enhance the Department's management system to carry out programs in an effective and efficient manner; and conduct organizational planning on an on-going basis.

.5 Director

The Director shall be the sole source to approve delegated changes to organizations, and to endorse non-delegated changes to organizations for approval by the Governor.

**6.0 GENERAL CRITERIA**

The rationale for organization change shall be based on one or more of the following criteria:

- .1 When there are changes (structure and/or functions) in supervisory level(s) resulting from the creation of additional supervisory level(s), or the abolishment of supervisory level(s);
- .2 When there are additions, deletions, or the transfer of functions which significantly alter the functional responsibilities or relationships of an organizational segment;



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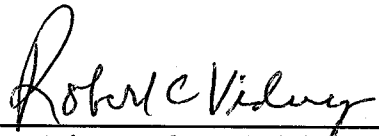
- .3 When there are transfer-in or transfer-out of positions to other organizational segments which dictates a need for organization change;
- .4 When there are increases or decreases in workload or caseload which dictate a need for organization change;
- .5 When there are changes in the methods of operations or work procedures which dictate a need for organization change;
- .6 When there is a need to establish new organizational segment(s), or to merge organizational segments, or to abolish organizational segment(s);
- .7 When there is position obsolescence due to change in program operations which dictates a need for organization changes;
- .8 When there are changes in program objectives or directions requiring new or different personnel skills (e.g. position variances) which dictates a need for organization change;
- .9 When changes are directed by management or other higher authority, or statutory impact; or
- .10 Any other reasons which would dictate a need for organization change.

Organization changes may be done in part (ex: Section or Unit change), or in whole (total Branch change; total Department). The annual Organization Update is a form of a total Departmental change.

Organization change requesters may contact the Management Services Office or Personnel Office for assistance as to the criteria.


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**APPROVAL RECOMMENDED:**

  
\_\_\_\_\_  
Deputy Director for Administration

MAY 18, 1993  
\_\_\_\_\_  
Date

**APPROVED:**

  
\_\_\_\_\_  
Director

5-18-93  
\_\_\_\_\_  
Date

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## 7.0 PROCEDURES

### .1 Standardization of Departmental Organization Information(DOI)

All DOIs shall be standardized as to form and format, and computerized in a sequential and logical order by the Management Services Office (MSO).

All requestors for organizational changes may request of the MSO to assist in the development of preliminary DOIs for submission.

All final DOIs shall be computerized and recorded with the MSO. Organization charts and position organization charts shall be recorded in the Advance Organization Plus program, and all functional statements, discussions, etc. in the Wang VS. (Q Library).

It is policy that no changes shall be made of approved DOIs outside the computerized system.

### .2 Procedures for Developing and Processing Pre-Change Notification Request Authorization: Delegated and Non-Delegated Changes

#### a. Requester

1. Identify delegated or non-delegated change in organization. (see Appendix A)
2. Prepare inter-office memorandum, Request to Change Organization, addressed to the Director requesting approval to initiate changes in organization (See Appendices B and B1-Sample as to form and format).
3. Prepare draft DOI (See Various Appendices/Attachments).
4. Forward memorandum and draft DOIs to the appropriate Deputy Director (DEP) per following routing table:

Requests RE:

Route to:

Corrections Organizational Segments

DEP-C

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Law Enforcement Organizational Segments DEP-L  
Administration Organizational Segments DEP-A  
Administratively Attached Agencies DEP-A

b. DEPs

1. Review memorandum and materials and recommend approval/disapproval.
2. If approval recommended, affix signature and forward request through the DEP-A for review by Management Staff.

c. Management Services Office

1. Review memorandum and materials jointly or separately with Personnel Office and Budget Office; coordinate development of memorandum with requester as necessary; recommend approval or disapproval.
2. If approval recommended, Personnel Officer shall affix signature on memorandum and forward with materials to the DEP-A for review and consideration.

d. DEP-A

1. If recommend approval, affix signature and forward to Director for final review and consideration.

e. DIRECTOR (DIR)

Upon approval by the DIR, return memorandum and materials to the Management Services Office (MSO) for further development and processing.

Management Services Office shall forward a copy of memorandum only to the Department of Budget and Finance (B&F); Attention Management Services Branch to inform B&F of pending changes. MSO shall forward copy to requester signifying authorization to proceed with changes; MSO to retain original memorandum.

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.3 Development and Processing of Delegated Changes in Organization

a. Development of Proposal

The following draft DOI in the form of a total reorganizational proposal shall be submitted with the Request to Change Organization by the requester through their respective DEP to the DEP-A for review (See Appendix C, Appendix C1, and Attachment D-Sample):

1. Cover Page Memorandum;
2. Narrative Discussion;
3. Present and Proposed Organization Charts;
4. Present and Proposed Position Organization Charts;
5. Present and Proposed Functional Statements;
6. Approved Position Variance, if applicable;
7. Position Description, if applicable; and
8. Position Transfer Authorization, if applicable.

This documentation shall constitute the delegated change proposal in its entirety.

b. Internal Review and Processing of Proposal

1. Management Services Office shall:
  - (a) Review proposal for accuracy and completeness; coordinate with departmental Budget and Personnel Offices as needed; and recycle if required; and
  - (b) Coordinate with requester final version of the proposal; and computerize documentation.
2. Personnel Office shall:

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- (a) Forward one (1) copy of proposal to each applicable Collective Bargaining Unit for consultation; represent the Department in discussions relative to the proposal (See Attachment A-Sample); and
- (b) Secure for submission a concurrence letter from the Union(s) or any other evidence of contacts with the Union(s) to be submitted with proposal (See Attachment A1-Sample).

c. Final Approval Process and Implementation

1. Management Services Office

Upon receipt of evidence of contact with Union(s):

- (a) Prepare submittal memorandum addressed to the Governor indicating briefly of the organizational change and submit finalized proposal to DEP-A for final review and consideration (See Attachment B-Sample).

2. DEP-A

If approval recommended, affix signature on Cover Page Memorandum and forward with DOI to DIR for approval.

3. DIR

Upon approval by the DIR (Cover Page Memorandum and Charts), forward materials to the Management Services Office for submission.

Management Services Office shall submit:

- Original memorandum to the Governor and copy of approved DOI to the Office of the Governor.
- Copy of Letter to Governor and original DOI to the Office of the Lt. Governor.

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- Copies to the Director of Finance (2) and the Director of Personnel Services.
- Copies to the requester, DEPs, Personnel Office (3), affected Union(s), Budget Office (1), Fiscal Office (1), Management Services Office (3) and the Leasing Services Branch (1) and Planning Branch (1) of the Department of Accounting and General Services.

**.4 Development and Processing of Non-Delegated Changes in Organization**

**a. Development of Non-Delegated Change Proposal**

Non-Delegated change proposals to be approved by the Governor varies significantly from a delegated change proposal as to form and format (See Appendix E and Attachment E-Sample for development).

The following documentation in the form of a total reorganizational proposal shall be developed:

1. Narrative Discussion to the Governor;
2. Present and Proposed Organization Charts;
3. Present and Proposed Position Organization Charts;
4. Present and Proposed Functional Statements;
5. Approved Position Variance, if applicable;
6. Position Description, if applicable; and
7. Position Transfer Authorization, if applicable.

**b. Internal Review and Processing of Proposal**

1. Management Services Office/Personnel Office shall:

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- (a) Review proposal for accuracy and completeness; coordinate with departmental Budget and Personnel Offices as needed; and recycle as necessary;
- (b) Coordinate with requester pre-final version of the proposal; and recycle as necessary;
- (c) Submit to DEP-A proposal and Pre-Submission Conference Application for review (see Appendix D-Sample).

2. DEP-A

The DEP-A shall review proposal in its entirety; recycle as necessary.

Upon approval of the DEP-A for a Pre-Submission Conference, submit two (2) copies of the pre-final proposal with the Pre-Submission Conference application to the Director of Finance; copy to Director of Personnel Services.

c. Pre-Submission Conference

All non-delegated organizational change proposals require a conference with the B&F/DPS prior to the submission of a proposal the Governor.

1. Scheduling of Conference

The Management Services Office shall arrange for a conference by preparing for signature of the Director or DEP-A a pre-submission application in the form of a memorandum to the Director of Finance who shall arrange for a conference normally 10 working days upon receipt of the application.

2. Conference Attendance

The requesting Department shall minimally be represented by the MSO designee, Personnel Officer or designee, the requester (ex: Division Chief) or designee, or other representatives from the affected organization.



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The B&F shall be represented by the Management Analyst Staff of the Management Services Branch and a Budget Analyst; and DPS, normally by a classification specialist.

The purpose of the pre-submission conference is for the Departments of Budget and Finance and Personnel Services to provide a review for the Governor of the conceptual organizational changes, identify potential issues, provide general consultation to the Department on alternative structures or solutions to changes, and come to an agreement on any management and classification issues.

The B&F as the coordinator shall note the discussion, and submit to the Director, Director of Finance and Director of Personnel Services the issues raised, resolved or unresolved during the conference.

The departmental conference members shall take the summary issues raised in the conference, and amend the proposal as necessary.

The Management Services Office shall in consultation with the requester prepare a final version of the proposal, and resubmit two (2) amended copies to the B&F for a second review.

d. External Approval Process and Implementation

1. Personnel Office

Upon verbal or written approval by the B&F to proceed:

- (a) Forward one copy of proposal to each applicable Collective Bargaining Unit for consultation; represent the Department in discussions relative to the proposals (See Attachment A-Sample); and
- (b) Secure for submission a concurrence letter from the Union(s) or any other evidence of contact with the

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Union(s) for submittal with the proposal (See Attachment A1-Sample).

2. Management Services Office

Upon receipt of evidence of contact with the Union(s):

- (1) Prepare brief submittal memorandum from the Director to the Director of Finance.
- (2) Prepare original proposal for the Director's signature in the narrative discussion to the Governor; and
- (3) Upon approval by the Director of submittal memorandum and narrative discussion to the Governor, submit original proposal and five (5) copies to the B&F for submittal to the Governor.

e. Distribution

Upon approval by the Governor, and receipt of approval from the B&F, copies shall be distributed to:

- Requester
- Respective DEPs
- Applicable Union(s)
- Personnel Office (3)
- Fiscal Office
- Budget Office
- Management Services Office (3)
- Department of Accounting and General Services  
(Planning Branch and Leasing Services Branch)

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**.5     Development of Charts; Organization and Position Organization Charts**

The guidelines (form and format) for the development of organization and position organization charts shall apply to all changes in organization, delegated or non-delegated. The charts depict graphically the layers of management, levels of authority, division of work, etc. (See Appendix F)

**.6     Development of Functional Statements**

Functional statements are not intended to duplicate position descriptions which state the duties and responsibilities of a position. Functional statements describe the program or support functions of each organizational segment; i.e., broad tasks or activities conducted by the segment to achieved the mission or purposes aimed for by the segment (See Appendix G).

**.7     Request for Position Variances in Relation to Organizational Changes: Delegated or Non-Delegated**

No proposed position organization charts shall reflect a conversion of a permanent position varying from series and class unless authorized by the Legislature through the Budget Act, the Governor, or the Director of the Department.

Any request for a position variance shall be in accordance with the Governor's A.D. No. 90-13, or departmental policies.

- (a)    **Position Variance Relative to Delegated Organizational Change Request**  
The Director of the Department is authorized to approve by acknowledgment any position variance during the process of a delegated organizational change request only.

The request for a variance must be approved prior to the submittal of the request to change organization, and shall be included in the request to change organization. (See Attachment F-Sample)

All other position variance requests shall be with the Governor or the Legislature.

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- (b) Position Variance Relative to Non-Delegated Organizational Change Request (See Attachment G-Sample).

The Governor shall be the sole source to approve position variance requests:

1. Prior to the request for a non-delegated organizational change request which shall be included in the organizational change proposal; or
2. During any other periods.

**.8 Annual Updates to Organization**

During the ending of each fiscal year, the Department upon notification by the Governor through Executive Memorandum, shall update its total organization to be filed with the Office of the Lt. Governor.

The updates are for the purposes of compiling and reporting all approved organization change actions taken during the course of the fiscal year (ex: 6/30/93); record all minor changes such as recording reallocations or reclassification of positions; transfer in and out of positions, correct errors, etc., and any other technical corrections which do not alter the existing organizational structure.

**.9 Appendices**

- a. Appendix A - Organization Selection Guide
- b. Appendix B - Request to Change Organization
- c. Appendix B1 - Request to Change Organization - Sample
- d. Appendix C - Cover Page Memorandum Format; Delegated Change
- e. Appendix C1 - A Working Guide to Preparing a Delegated Change Reorganizational Proposal

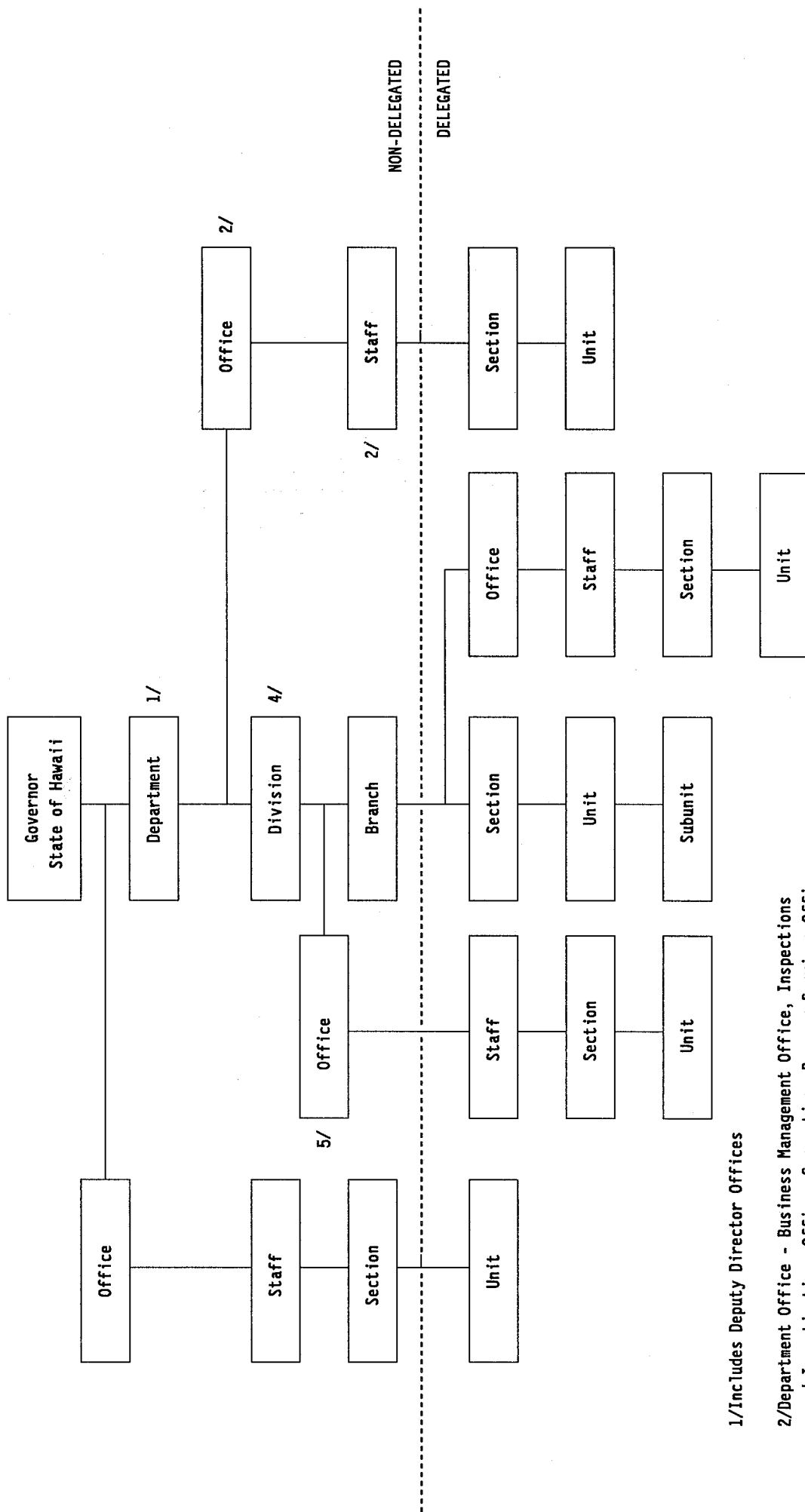
<b>PSD</b> <b>P &amp; PM</b>	<b>SUBJECT:</b>  <b>EFFECTING CHANGES IN ORGANIZATION</b>	<b>POLICY NO.:</b> <b>ADM.01.03</b>
		<b>EFFECTIVE DATE:</b> <b>MAY 18 1993</b>
		<b>Page 21 of 21</b>

- f. Appendix D - Request for Pre-Submission Conference;  
Non-Delegated Change only - Sample
- g. Appendix E - A Working Guide to Preparing a Non-Delegated  
Change Reorganizational Proposal
- h. Appendix F - Development of Charts; Organization and Position  
Organization Charts
- i. Appendix G - Development of Functional Statements
- j. Appendix I - Flow Charts; Delegated and Non-Delegated

**.10 Attachments**

- a. Attachment A - Memorandum to Union(s) for Consultation - Sample
- b. Attachment A1 - Response from Union - Sample
- c. Attachment B - Submittal Memorandum to Governor - Sample
- d. Attachment D - Delegated Change Proposal - Sample
- e. Attachment E - Non-Delegated Change Proposal - Sample
- f. Attachment F - Position Variance - Delegated Change - Sample
- g. Attachment G - Position Variance - Non-Delegated Change - Sample
- h. Attachment H - Organization and Position Organization Charts -  
Samples
- i. Attachment I - Functions - Sample

APPENDIX A  
ORGANIZATIONAL SELECTION GUIDE



1/Includes Deputy Director Offices

2/Department Office - Business Management Office, Inspections and Investigations Office, Corrections Program Services Office, etc. Equivalent to Division

3/Labor Relations Staff, etc. Staff equivalent to Branch

4/Intake Service Centers Division, Special Services Division

5/Divisional Offices - Equivalent to Branch

APPENDIX B: REQUEST TO CHANGE ORGANIZATION  
FORM AND FORMAT

(S A M P L E)

Inter-Office  
MEMORANDUM

DEPARTMENT OF PUBLIC SAFETY

No. \_\_\_\_\_

Suspense: \_\_\_\_\_

Date

TO: (Name) Director

THRU: (Name)  
Deputy Director for \_\_\_\_\_

FROM: (Name and Title of originator)  
Waiawa Correctional Facility

SUBJECT: REQUEST TO CHANGE ORGANIZATION  
\_\_\_\_\_ Delegated  
\_\_\_\_\_ Non-Delegated Change

This is to notify you of an intention to reorganize \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State the purposes for the proposed change generally following the applicable criteria stated in section criteria stated in section 6.0 of this policy and procedures.

State what organizational segments or positions will be affected.

State what the change is intended to accomplish following organizational principles such as establishing clearer lines of authority and accountability, command and channels of communication, division of work, span of control, etc., which would result in more efficient and effective operation and use of manpower resources.

RECOMMEND APPROVAL/DISAPPROVAL:

APPROVED/DISAPPROVED:

\_\_\_\_\_  
Deputy Director for Date

\_\_\_\_\_  
Director Date

RECOMMEND APPROVAL/DISAPPROVAL:

\_\_\_\_\_  
Personnel Officer Date

RECOMMEND APPROVAL/DISAPPROVAL:

\_\_\_\_\_  
Deputy Director for Administration Date



GEORGE W. SUMNER  
DIRECTOR

ROBERT C. VIDUYA  
DEPUTY DIRECTOR

GEORGE IRANON  
DEPUTY DIRECTOR

ERIC PENAROSA  
DEPUTY DIRECTOR

STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY

677 Ala Moana Boulevard, Suite 1000  
Honolulu, Hawaii 96813

January 11, 1993

No. \_\_\_\_\_

TO: George W. Sumner, Director  
THROUGH: Eric Penarosa, Deputy Director for Corrections  
FROM: Thomas Hugo, ISCDA  
SUBJECT: REQUEST TO CHANGE ORGANIZATION

  X   Delegated Change  
      Non-Delegated Change

This is to notify you of an intention to reorganize the Oahu Intake Service Center Branch (OISC), Intake Service Centers Division (ISCDA) of the Office of the Deputy Director for Corrections by:

1. Abolishing the present Operations Section (OS) under the OISC and redesignating it as the new Assessment and Classification Section (ACS) under the OISC;
2. Abolishing the Clerical Support Staff under the OS, and merging its functions with the Office Services Staff of the OISC;
3. Abolishing the Assessment and Classification Unit under the OS, and redesignating it as the new Assessment Unit under the new ACS;
4. Transferring the present Court Unit to the new ACS;
5. Establishing a new Supervision Section (SS) under the OISC;
6. Transferring the present Program Services Unit to the new SS; and
7. Establishing a new Electronic Monitoring Unit under the new SS.

This proposal corrects a long standing, unwieldy organizational structure of the OISC reflected by having a single operations sectional segment under the branch. This structure may have been appropriate a decade ago when the branch was established to provide limited services to the criminal justice system (CJS).



Presently, the branch has significantly decentralized its total operations. Operationally, it is now required to provide specialized services to a wide range of different status criminal offenders at various geographical locations within the criminal justice system, including staggered scheduled time frames, and vastly different processes and responsibilities as originally designed structurally and functionally. These services are now required to be delivered on a timely and instantaneous basis relative to the flow of offenders through the CJS. As a result, the concept of inter-changeability of staff and functional assignments as originally designed to carry out services is no longer efficient and effective, and requires a total restructuring of the branch.

RECOMMEND APPROVAL/~~DISAPPROVAL~~:

\_\_\_\_\_  
Eric Penarosa  
Deputy Director for Corrections

\_\_\_\_\_  
Date

RECOMMEND APPROVAL/DISAPPROVAL:

\_\_\_\_\_  
Alvin Kushima, Personnel Officer

\_\_\_\_\_  
Date

RECOMMEND APPROVAL/DISAPPROVAL:

\_\_\_\_\_  
Robert Viduya  
Deputy Director for Administration

\_\_\_\_\_  
Date

APPROVED/DISAPPROVED:

  
\_\_\_\_\_  
George W. Sumner  
Director

5-18-93  
\_\_\_\_\_  
Date

c Director of Finance

[doc 0107Q]

APPENDIX C: PREPARING COVER PAGE MEMORANDUM  
FORMAT: DELEGATED CHANGE

(8½" X 14" white paper)

DEPARTMENT OF PUBLIC SAFETY

NOTIFICATION OF CHANGES IN ORGANIZATION

Date:

TO: \_\_\_\_\_, Director  
Department of Public Safety

THROUGH: \_\_\_\_\_, DEP-C

FROM: \_\_\_\_\_, Branch Administrator  
Waiawa Correctional Facility

ORGANIZATION

AFFECTED: Correctional Facilities Division, 1/  
Waiawa Correctional Facility Branch:  
• Security Section  
• Program Section

POSITIONS

AFFECTED: 

<u>Position No.</u>	<u>Class Title</u>	
12345	ACO IV	2/
54321	ACO III	
23451	Social Worker III	

NATURE: 1) Change in supervisory responsibilities 3/  
\_\_\_\_\_ Creation of additional supervisory level(s)  
\_\_\_\_\_ Abolishment of supervisory level(s)  
2) Change in functions  
\_\_\_\_\_ Addition or transfer of functions within  
\_\_\_\_\_ organizational segments.  
\_\_\_\_\_ Elimination of function

REASONS: See Attached Narrative Discussion 4/

Attachments: Narrative Discussion  
Organization Charts, Present and Proposed  
Position Organization Charts, Present and Proposed  
Functional Statements, Present and Proposed  
Position Variance Approval Memo (if applicable)  
Position Description (if applicable)

APPROVAL RECOMMENDED: APPROVED/DISAPPROVED:

\_\_\_\_\_  
Deputy Director for Administration Date Director of Public Safety Date

Footnotes Explained:

- 1/ Identify in hierarchical order organizational segments affected per sample. Two or more sections may be listed if organizational changes affect such per sample.
- 2/ If there are a substantial number of positions affected, the "Class Title" may be deleted and just list position numbers affected in columns and numerical sequence, top to bottom and left to right.
- 3/ Shows two sample change areas. Other change areas may be substituted such as Creation of a New Unit; Change of a Former Sub-Unit to a Unit, etc..
- 4/ Refer to Appendix C1 and Attachment D which provides guidelines to formulate narrative justifications for changes in organization and sample of delegated change proposal.

## APPENDIX C1: A WORKING GUIDE TO PREPARING A DELEGATED CHANGE REORGANIZATION PROPOSAL

### 1. SUBMITTAL FORMAT

The narrative portion is an extension of the Cover Page Memorandum (Appendix C) addressed to the Director which narrates the salient features of the proposed organization. The narrative is to be typed on a similar standard 8½" x 14" white paper as the Cover Page Memorandum (See Attachment D-Sample).

### 2. GENERAL GUIDELINES

The primary purpose for developing an organizational plan is to lay out structurally and functionally how an organization could maximize the use of resources efficiently and effectively in the achievement of its objectives. The scheme should minimally depict the following:

- a. Clearly defined accountability, authority, and responsibilities;
- b. Clearly defined functional and operational relationships between and among organizational segments;
- c. Clear supervisory and reporting relationships;
- d. A homogeneous grouping of similar functions; and
- e. Clear and logical division of work among and between organizational segments and positions.

### 3. NARRATIVE DISCUSSION FORMAT

I. INTRODUCTION

II. PURPOSE/MISSION OF ORGANIZATION

III. PRESENT ORGANIZATION

IV. PROPOSED ORGANIZATION

V. NATURE OF PROPOSAL

VI. REASON FOR PROPOSAL

## I. INTRODUCTION

Briefly describe the present organizational segment(s) or component(s) proposed for change.

Example:

"This proposed reorganization restructures the Program Section of the Waiawa Correctional Facility Branch by establishing a new Educational Unit; assigning new and transferred positions to appropriate existing organizational segments of the branch; and updating changes to position numbers and class titles."

The introduction immediately identifies for the reader the scope of the proposal and focuses on the subject areas to follow.

## II. PURPOSE/MISSION OF ORGANIZATION

Briefly describe the purpose/mission of the present organizational segment(s) affected. If the purpose/mission will change significantly as the result of the proposal, describe the new purpose or mission and a brief description for reasons for change. Generally, purpose or mission can be extracted from the functional statement.

Examples:

"The purpose of the Management Services Office is to improve the administration and management of the Department by providing administrative, management and office support services, and technical, advisory, or consultative services to the Department Administration."

"The purpose of the Vouchering Staff of the Fiscal Office is to coordinate, monitor, develop, and maintain comprehensive audit of all encumbrances and expenditures for the Department."

## III. PRESENT ORGANIZATION

Briefly describe the present organization segment(s) and/or positions affected.

Example:

"The KCCC Branch Administration Office consists of three support staff independently reporting to the Branch Administrator; a Secretary I, Account Clerk II, and Clerk Steno II, to provide the basic clerical, fiscal, personnel, and administrative support services to the branch."

#### IV. PROPOSED ORGANIZATION

Briefly describe the organizational segment(s) or components for the proposed organization. It should be noted that a number of change actions may be proposed simultaneously.

Examples:

"It is proposed that a new Staff Services Office be established under the KCCC Branch Administration."

"It is proposed that a supervisory level be established within the Health Care Office by the assignment of a Professional Registered Nurse, appropriated by Act 316, SLH, 1989, to head the office."

"It is proposed that ten (10) newly appropriated positions appropriated by Act 316, SLH, 1989, be assigned to the Food Services Unit of the Inmate Services Section of the OCCC."

#### V. NATURE OF PROPOSAL

This section further elaborates the above. It characterizes and qualifies the organizational segments or positions in question. It elaborates more specifically what and how the organizational segment intends to improve efficiency and effectiveness of operations, and align its positions accordingly.

Example:

"The proposed new Staff Services Office consolidates the support services functions of the KCCC Administration presently carried out independently by various staff reporting directly to the Branch Administrator. As a consolidated office, this office will provide coordinated basic accounting, procurement, personnel, clerical and general administrative and clerical support services to the total branch."

The new Staff Services Office will be staffed with an Account Clerk IV, Position No. 36619, and a Clerk-Steno II, Position No. 90550 V, appropriated by Act 316, SLH, 1989. Position 36619 will supervise this new office."

## VI. REASON FOR PROPOSAL

This sub-section is the key to justifying the reasons or the "whys" for changing organizations. It may be fairly brief or expansive, depending upon the nature of the changes. Focus here is to explain the conditions or factors that developed to warrant the change, such as the enactment of new laws, or new program demands, etc. In all cases, explain why and how the present organization is inadequate to meet demands, etc... Address details of workload and related factors, particularly for a significant number of adds or deletes or realignment of positions; present a staffing analysis, and supporting data, if applicable. Relate the proposed organization or changes to sound management practices. Considerations include:

- (1) What new requirements or demands, if any, have been placed on the program, or what problems or issues exist which will require be eliminated or decreased through reorganization.
- (2) Reasons why the current organization is inadequate to meet organizational objectives or service delivery.
- (3) How will reorganization achieve desired results such as through:
  - Decreasing workload;
  - Increasing efficiency and effectiveness in processing work;
  - Improving span of control, division of work, lines of communication; and
  - Realizing savings in terms of number of positions, time to provide services, etc..
- (4) Include quantitative and qualitative data which supports/justifies reorganization, if applicable.
- (5) Reasons why functions and activities cannot be best performed by another organizational segment with similar objectives.

- (6) Reasons for the redescription of positions, including whether changes will require redescription.
- (7) What new functions are added or deleted from current functions?
- (8) Need for new positions and how they will be acquired; i.e., through position variance or legislative action.
- (9) What other alternatives have been considered which could potentially resolve current problems/issues?



JOHN WAIHEE  
GOVERNOR



STATE OF HAWAII  
**DEPARTMENT OF PUBLIC SAFETY**  
677 Ala Moana Boulevard, Suite 1000  
Honolulu, Hawaii 96813

GEORGE W. SUMNER  
DIRECTOR

ROBERT C. VIDUYA  
DEPUTY DIRECTOR

GEORGE IRANON  
DEPUTY DIRECTOR

ERIC PENAROSA  
DEPUTY DIRECTOR

No. 93-18756

March 30, 1993

TO: The Honorable Yukio Takemoto, Director  
Department of Budget and Finance

ATTN: Management Services Branch

FROM: *Robert C. Viduya*  
Robert Viduya, Deputy Director for Administration

SUBJECT: REQUEST FOR PRE-SUBMISSION CONFERENCE

We respectfully request a pre-submission conference to review the organizational changes proposed for the Administration Offices of the Department.

The proposal calls for the establishment of several new organizational segments within the PSD Administration.

Attachments: Draft copies of present and proposed  
charts, functional statements, and  
narrative to the Governor

c Department of Personnel Services

MSO:UH:ct  
[PRESUBCO]

APPENDIX E  
A WORKING GUIDE TO PREPARING  
A NON-DELEGATED CHANGE REORGANIZATION PROPOSAL

This working guide has been developed in conjunction with the Management Services Branch, Department of Budget and Finance. It reflects a high degree of standardization as to format and content development of the narrative discussion to the Governor. (See Attachment E - Sample, also refer to Governors' Administrative Directive No. 90-01)

Although the sample depicts a relatively limited change proposal, the standards for reporting are well developed as to form and format. Attachment E, A.D. No. 90-01 and below guidelines may be used in formulating the narrative discussion.

In general, how extensively one presents the narrative discussion will be dependent upon the extent of changes proposed, or the complexity of the issues involved.

1. SUBMITTAL FORMAT

All discussions shall be typed on a Department Letterhead, 8½" X 11", white paper, addressed to the Governor.

2. NARRATIVE DISCUSSION FORMAT

The narrative format is generally similar with that of the delegated change organizational proposal. However, it is much more expansive in providing the rationale for the changes as outlined below.

- Introduction
- Mission/Purpose of the Organization
- Description of Programs
- Purpose of the Proposal
- Description of Changes to Organization

a. Introduction

Briefly indicate in narrative outline form the scope of changes proposed.

b. Mission/Purpose of the Organization

Briefly state the mission or the purpose of each affected organizational segment. This informs the reader the role the organizational segment plays in achieving the overall mission and objectives of the department or organizational segments.

Example:

"The purpose of the new Management Services Office of the Office of the Deputy Director for Administration is to improve the administration and management of the Department by providing administrative, managerial and office support services, and technical, advisory, or consultative services to the Department Administration."

c. Description of Programs

This section provides in more specific details the major responsibilities (programs, processes, etc.) carried out by the affected organizational segments that are supportive of the mission or purpose stated above.

Example:

Research and Information System Office (RIS)

"This new Office reflects the merger of the existing Research and Statistics Staff and Management Information Systems Office functions and organizations. This office will be responsible to provide research and statistical services for administrative and operational purposes; design, develop. - - - - -."

a. Research and Statistics Staff

This Staff, transferred intact from the PPB to the new RIS, will assume the primary role of conducting research studies to determine data needs; devise means, methods, and procedures for the collection, retrieval, compilation - - - - -."

d. Purpose of the Proposal

This section explains the rationale what is to be accomplished by the change in organization. Assumption is that the change in organization is required to further enhance the efficiency and effectiveness of the organization.

1. Reason for the Proposal

State specifically why the organizational change is required particularly the present structural design which hampers operations such as excessive span of control, layers of approval, duplication of similar services, etc.. In general, it highlights the present structural problems confronted.

Example:

"Presently, the Research and Statistics Staff and the Management Information Systems Staff are conducting relatively similar functions under two different organizational heads, therefore, reflecting on occasions duplication of services and coordination problems."

2. Expected Accomplishments

This section highlights the accomplishments expected as a result of the organizational change.

Example:

"The establishment of a new Research and Information Systems Office through the merger of the Research and Statistics Staff and the Management Information Systems Office is intended to enhance the working and coordinative relationship between two relatively related segments and functions, one overseeing the development of automated data processing systems, and the other -----."

3. Alternatives Considered

State the various alternatives reviewed, and decision for selection of the proposed organization. It may be presented in detailed or in general terms for a major organizational change per example below:

"Consideration was given to merging the Marine and Harbor Patrol organizational segments with one of the existing divisions of the Office of the Deputy Director for Law Enforcement. This merger was not considered viable as these two patrol functions are distinctly water-based in nature and highly specialized in the enforcement of the marine environment."

e. Description of Proposed Changes to Organization

This section provides the details as to the changes in the DOI. It may be elaborated per examples below:

1. Change in Functional Statements

a. Maritime Law Enforcement Division

New functions are proposed for the new division.

b. Maritime Patrol Branch

New functions are proposed for the new branch.

c. Public Affairs Office

These are no changes to the existing functions.

d. Management Services Office

Functions of the transferred Management Services Staff and Office Services Staff are modified.

2. Changes in Work Flow

If organizational change significantly alters the existing work flow, identify such.

Example:

"The work flow and reporting relationships affected by the reorganization of the Office of the Deputy Director for Administration should improve significantly. For example, all fiscal management matters will be routed to the new Fiscal Office; all resource planning and related matters will be routed to the Budget Office; ----- Under the present organization, there have been routing difficulties and services delays in completing projects and work assignments on a timely basis."

"The merger of the Research and Management Information Office will improve the work flow and the management of similar or related functions of these offices emanating from a single head."

3. Changes in Work Assignment

This section requires a detailed break down of each and every position affected by the organizational change. It may in the format per Attachment E - Sample or the example below:

Example:

Complaint/Grievance Staff

"The Corrections Program Specialist II, Pos. No. 37909, transferred from the Corrections Program Services Office, is assigned to head this new Staff.

New Grievance Officers, Pos. Nos. 92147V and 92178V, appropriated per Act 296, SLH, 1991, are assigned to this new Staff, and report to Pos. No. 37909.

4. Changes on Supervisory Levels

Where applicable, elaborate changes in supervisory relationships per example below of major changes in organization.

Example:


"The changes in supervisory relationships between the Office of the Director and the new Inspections and Investigations Office will result in a more realistic division of work now carried out independently by various organizational segments in the PSD Administration which is resulting in duplication and fragmentation of services. The primary outcome of the proposed change will be a significant improvement in lines of communications, coordination and management command emanating from a single accountable source."

A break down of all positions affected by the proposal for a large number of positions may be presented as listed per Attachment E - Sample. The List is to be presented immediately following the signature page of the narrative discussion below. If positions affected are few, positions may be reflected in the narrative.

3. SIGNATURE PAGE

The narrative discussion will be closed as follows:

"Present and proposed organization and position organizational charts and functional statements are enclosed for your review and consideration."

  
George W. Sumner, Director  
Department of Public Safety

APPROVAL RECOMMENDED:

---

Yukio Takemoto, Director of Finance

---

Date

APPROVED/DISAPPROVED:

---

John Waihee, Governor of Hawaii

---

Date

DEVELOPMENT OF CHARTS; ORGANIZATION  
AND POSITION ORGANIZATION CHARTS  
APPENDIX F

The guidelines (form and format) for the development of proposed organization and position organization charts shall apply to all changes in organization, delegated or non-delegated. The charts depict graphically the levels of authority and the chain of command, structure and by positions (Refer to Attachment H for example).

1. General Format

All charts, organization or position organization charts, are to be formatted as follows:

- a. All charts are to be printed on 8½" X 14" white paper;
- b. A minimum one-half inch margin should be provided on all sides of charts; and
- c. Use only solid lines for blocks and lines to connect blocks. All blocks representing segments at the same hierarchical level should appear at the same level. Blocks at the next subordinate level can be drawn in a vertical fashion to conserve space.

2. Presentation of Organization Charts

The manner in which organization charts, present and proposed, are organized for presentation is important to facilitate review, and show the relationships between and among organizational segments. Generally, a typical total departmental organization charts would be structured in a hierarchical order as follows

- a. The first and primary departmental table of organization chart should show all major relationships down to the division level; i.e., the director's office, Deputy Offices, departmental staff offices, divisions, boards and commissions, and administratively attached agencies;
- b. The second level of organization charts should be those of administratively attached agencies. These agencies will present separate organization charts.
- c. The third level of organization charts should be the various major staff offices. Each major staff office will have a separate chart. (Example: Office of the Deputy Director for Administration which includes Personnel Management Office, Fiscal Office, etc..)



- d. The fourth level of charts should be the various divisions including divisional offices. Each division will have a separate division organization chart depicting all major relationships down to the branch/district level; i.e., offices, branch, etc. (Example: CCC Division branches; KCCC, WCCC).
- e. The fifth level of charts should be the various large branch level and below organizations (Example: OCCC branch).

3. Contents of Organization Charts

Each organization chart shall be presented as follows:

- a. Print in the top right corner of the paper for immediate identification:

STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DEPUTY DIRECTOR FOR \_\_\_\_\_  
(NAME) DIVISION (or Office, if applicable)  
(NAME) BRANCH (or DISTRICT, if applicable)  
(NAME) SECTION (if applicable)  
(NAME) UNIT (if applicable)  
(NAME) SUB-UNIT (or TEAM/CREW, if applicable)

ORGANIZATION CHART  
PRESENT OR PROPOSED

Example:

STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS  
COMMUNITY CORRECTIONAL CENTERS DIVISION  
OAHU COMMUNITY CORRECTIONAL CENTER BRANCH  
SECURITY SECTION

ORGANIZATION CHART  
PROPOSED

- b. Indicate in print whether the organization is a present or a proposed one. The present chart is the latest chart approved or acknowledged by the Governor or Director of the department, respectively.
- c. All organization charts to be approved by the Governor or acknowledged by the Director, should have a signature block on the top left of the paper as follows:

Charts to be approved by the Governor:

APPROVED:

\_\_\_\_\_  
(Name), Governor

\_\_\_\_\_  
Date

Charts to be acknowledged by the Director:

ACKNOWLEDGED:

\_\_\_\_\_  
(Name), Director

\_\_\_\_\_  
Date

Department of (Name)

- d. In all situations wherein changes are required to be made only to position organization charts, new organization charts are not required. This is on the basis that the current organization chart is still valid. In this case, submit the current organization chart and print under the PRESENT in parenthesis (NO CHANGE). This signifies that the organization structure has not been altered.
- e. Footnotes may be added, if applicable, on the right bottom of the page by asterisks or other footnotes:

\* Administratively Attached

or 1/ Transferred from the Judiciary Branch,  
effective date 7/1/90

#### 4. Presentation of Position Organization Charts

Every proposed organization chart presented above for review shall be accompanied in hierarchical order by a present position organization chart (Refer to Attachment H - Sample).

##### a. Format of Position Organization Charts

Position organization charts depict the assignment of positions.

- (1) On top right corner, depict the organization segment(s) to be changed in hierarchical order.

Example:

STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS  
COMMUNITY CORRECTIONAL CENTERS DIVISION  
OAHU COMMUNITY CORRECTIONAL CENTER BRANCH  
SECURITY SECTION

POSITION ORGANIZATION CHART  
PROPOSED

- (2) On left top corner, depict signature and date space similar to organization charts; Director's signature for delegated, and Governor's signature for non-delegated.

b. Content of Position Organization Charts

Filing of position organization blocks shall be accordingly:

- (1) Any block representing the head of an office, branch, section, unit, etc..., should be divided horizontally; the upper portion of the block presenting the name of the segment, and the bottom of the block presenting the position title centered at the top of the lower block, position number on the bottom left and the salary level designation (e.g., SR-18) on the bottom right.
- (2) If there are multiple positions with identical position titles and salary ranges, only one block is necessary; list each position number listed under the position title in numerical sequence and the salary range listed only once (Refer to various Attachment Samples).
- (3) No abbreviation of position titles should be recorded, and if necessary, titles may extend to two lines.
- (4) All authorized permanent or authorized temporary positions, including those with pseudo numbers, are to be indicated in the chart. In addition Federally funded or special funded position numbers shall be included and footnoted. Temporary positions are to be designated by an asterisk (e.g. 34567\*) or footnoted, 1/Temporary position, NTE (date) made in the bottom right corner of the chart. (NTE is an abbreviation for "not to exceed.")

- (5) Any number of relevant footnotes and notations may be placed on the bottom right corner of the paper, the purpose to describe present or future deviations:

Example: 1/ Position No. 12345 transferred from Halawa Correctional Facility, Security Section.

2/ To be redescribed

3/ Position variance approved: (date), if applicable.

Note: Since 1/ above indicated Pos. No. 12345 was transferred from HCF, Security Section, the position organization chart of the HCF Security Section must be submitted as a proposed position organization chart showing the deletion of the position from the HCF Security Section chart.

Note: "To be redescribed" is a general term used. A position may be re-allocated or reclassified. Insert "to be redescribed" sparingly for cases requiring re-allocation (conversion) or obvious cases such as when a SR (ex: SR-24) is supervising a same SR level. Do not indicate for promotional purposes alone.

## DEVELOPMENT OF FUNCTIONAL STATEMENTS APPENDIX G

Functional statements are not intended to duplicate position descriptions which primarily state the duties and responsibilities of a position. Functional statements describe the program or support functions of the organizational segment; i.e., broad tasks or activities conducted to achieve the results aimed for by the organizational segment (see Attachment I-Sample).

### 1. Format

- a. All functional statements shall be printed vertically on 8½" X 14 inch white paper. A minimum of one (1) inch margin should be provided on four (4) sides.
- b. Functional statements are to be organized and titled by major organizational segments as follows:
  - Office of the Director followed by its office segments (e.g., Deputy Offices, Public Affairs Office).
  - Administratively attached agencies (e.g., HPA and CICC).
  - Offices followed by its office segments (e.g., Personnel Management Office, Corrections Program Services Office, Health Care Services Office).
  - Division Offices followed by its segments (e.g., CCC Division)
  - Branches followed by its segments,

No title page shall be recorded for below branch or office segments. (e.g. Security Section, Labor Relations Staff, Religious Services Staff).

- c. The title heading should be centered at the top of the first page for the above major organizational segment with the following information in capital letters:

Example:

DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS  
COMMUNITY CORRECTIONAL CENTER DIVISION  
OAHU COMMUNITY CORRECTIONAL CENTER BRANCH  
FUNCTIONAL STATEMENT

PRESENT OR PROPOSED

If there are changes to the functions, print PROPOSED.

If there are no changes to the functions but only changes to charts, print (NO CHANGE) under PRESENT.

Example:

PRESENT  
(NO CHANGE)

- d. The titles of all major segments within a functional statement shall be printed in capital letters and underlined beginning at the left margin. The titles of subordinate segments under the major segment are not capitalized, however, underlined.

Example:

OPERATING SERVICES SECTION  
Construction and Maintenance Unit

2. Content

- a. Under each named and underlined organizational segment, provide a brief introductory statement indicating the purpose/mission of the segment in broad implementation statements.

Example:

PROCUREMENT AND CONTRACTS STAFF

"Under the general supervision of the head of the Program, Planning and Budget Office, coordinates and advises on departmental purchasing, inventory management, and leasing of real property."

An introductory statement is not required below the unit level, and for exclusively clerical support organizational segments.

- b. Under the introductory statement, list all the major tasks, activities or processes to be carried out to achieve the results aimed for. Appropriately number the statements for reference. Do not number the pages.

# APPENDIX I FLOWCHART SUMMARY AND CONTENTS

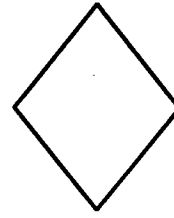
## LEGEND

B&F	Department of Budget & Finance
CBU	Collective Bargaining Units
DEP	Deputy Directors
DEP-A	Deputy Director for Administration
DIR	Director of Department
DPS	Department of Personnel Services
MA	Management Analyst or Designee
PM	Program Manager or Initiator
PO	Personnel Officer
DOI	Documents; narrative discussions, present and proposed organization and position organization charts and functional statements

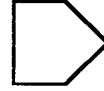
## FLOWCHART SYMBOLS



Major process, Activity,  
Action, etc.



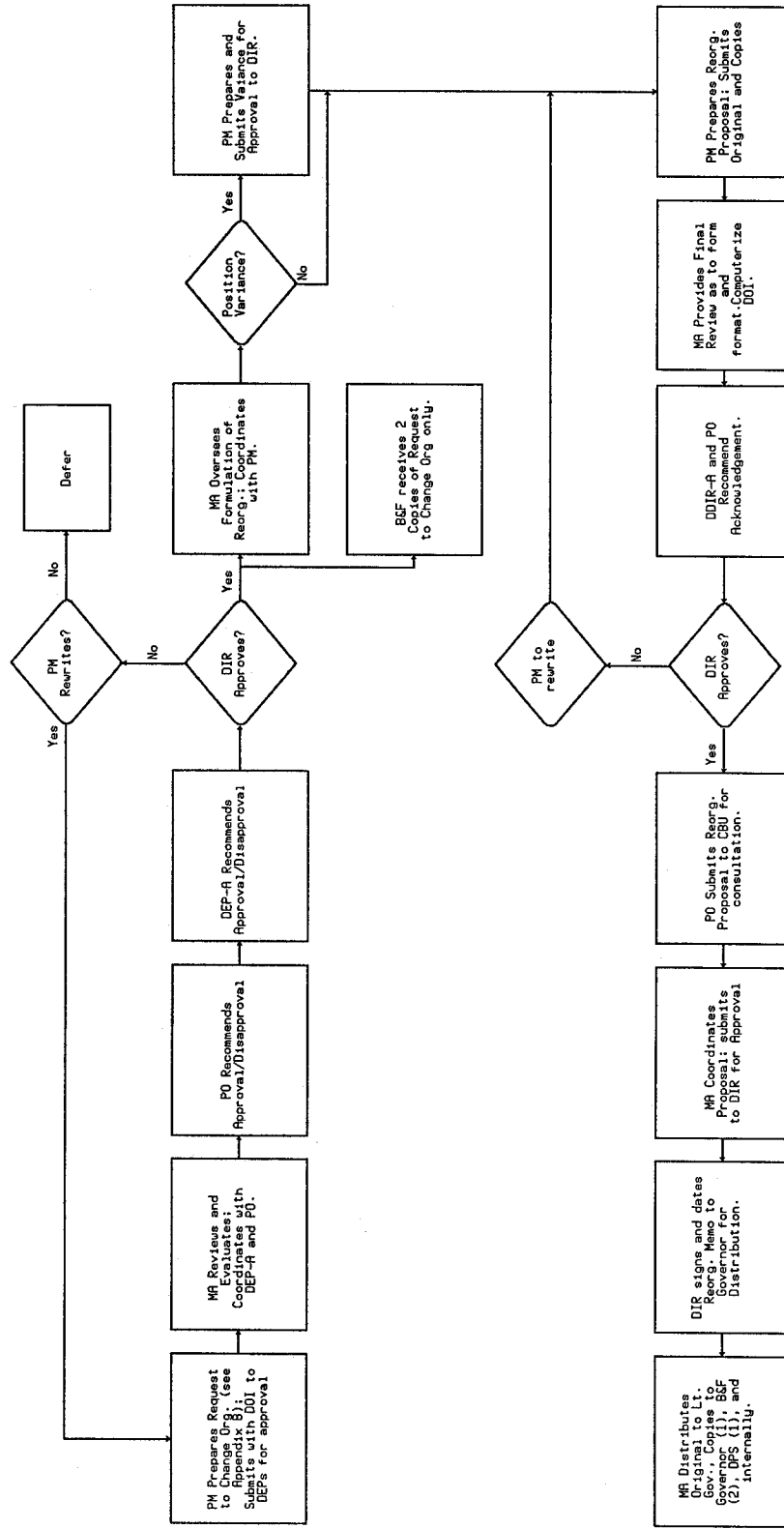
Major decision, Point, or  
Selection of alternatives



Off-page Connection



# APPL X I REORGANIZATION PROCESSING PROCEDURES; DELEGATED

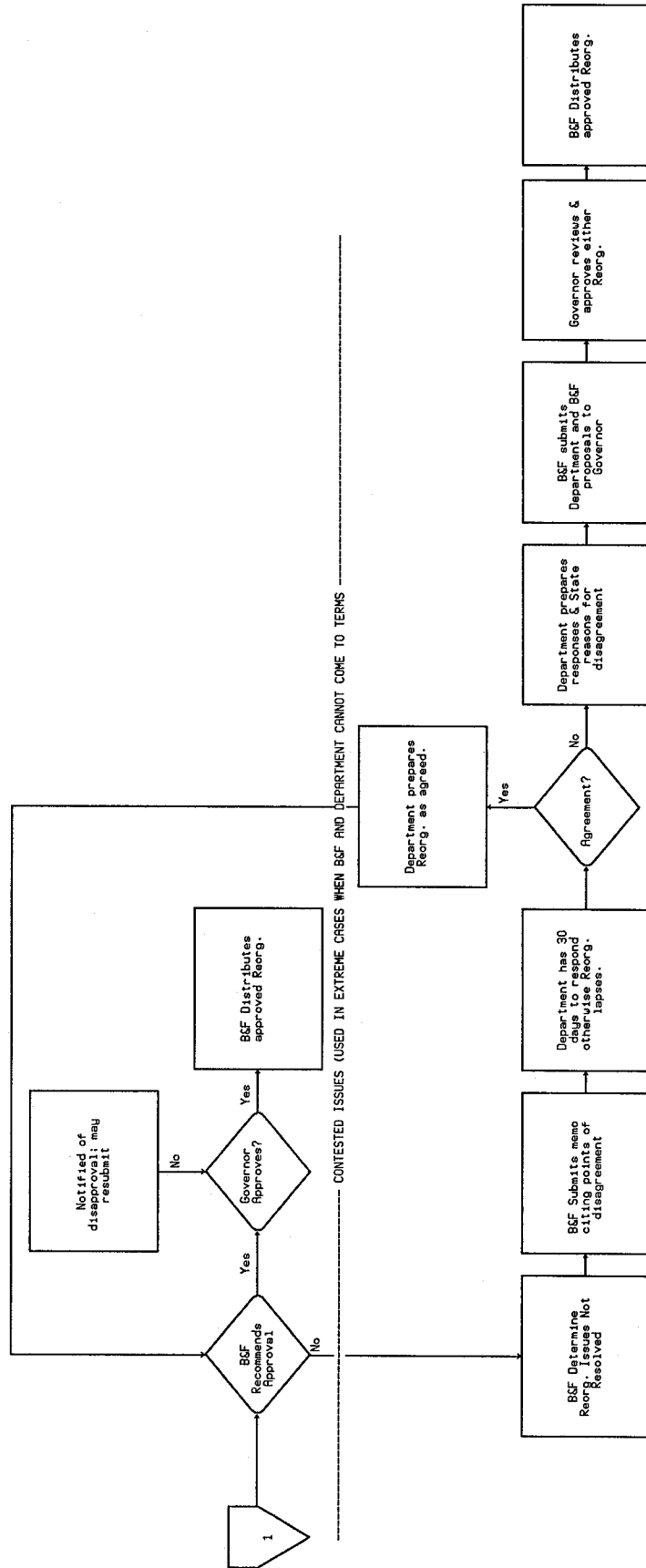


APPE. I



REORGANIZATION PROCESSING PROCEDURES; NON-DELEGATED (CONT'D)

APPL. I



JOHN WAIHEE  
GOVERNOR



STATE OF HAWAII  
**DEPARTMENT OF PUBLIC SAFETY**  
677 Ala Moana Boulevard, Suite 1000  
Honolulu, Hawaii 96813

GEORGE W. SUMNER  
DIRECTOR

ROBERT C. VIDUYA  
DEPUTY DIRECTOR

GEORGE IRANON  
DEPUTY DIRECTOR

ERIC PENAROSA  
DEPUTY DIRECTOR

No. \_\_\_\_\_

January 29, 1993

Mr. Russell K. Okata  
Executive Director  
Hawaii Governmental Employee Association  
888 Mililani Street, Suite 601  
Honolulu, Hawaii 96813

Dear Mr. Okata:

We are submitting the enclosed organizational proposal for your review. The proposal restructures the Oahu Intake Service Center Branch of the Department of Public Safety by establishing two sectional segments under the branch.

We would appreciate receiving your comments or questions on this proposal by February 23, 1993. If we do not hear from you by this date, we will proceed with approving the proposed organization. Requests for additional time to respond may be directed to Mr. Frank Vaughan, Labor Relations Officer, at 587-1243.

Sincerely,

Robert Viduya  
Deputy Director for Administration

Attachment

c Labor Relations Officer

RV:UH:ap

[ROKATA]



LOCAL 152, AFL-CIO

Hawaii Government Employees Association

RUSSELL K. OKATA  
Executive DirectorCHESTER C. Y. KUNITAKE  
Executive AssistantWILLARD P. MIYAKE  
Executive Assistant

March 08, 1993

Mr. Robert Viduya  
Deputy Director for Administration  
Department of Public Safety  
677 Ala Moana Boulevard, Suite 1000  
Honolulu, Hawaii 96813

Dear Mr. Viduya:

SUBJECT: REORGANIZATION OF THE DEPARTMENT OF PUBLIC SAFETY,  
OAHU INTAKE SERVICE CENTER BRANCH

We acknowledge receipt of your letter dated February 17, 1993 regarding the aforesated subject. We have reviewed your proposal and consulted with our membership. We find no disagreement with the proposed changes to the Oahu Intake Service Center Branch.

Thank you for the opportunity to review and comment on the reorganization proposal which affect the members of HGEA. We look forward to completion of the consultation process and request provision of a final, approved copy. If you have any questions or if I can be of any assistance to you, please feel free to contact me at 536-2351.

Sincerely,

Adele T. Fujita  
Pay & Classification  
Specialist

cc: file



JOHN WAIHEE  
GOVERNOR



GEORGE W. SUMNER  
DIRECTOR

ROBERT C. VIDUYA  
DEPUTY DIRECTOR

GEORGE IRANON  
DEPUTY DIRECTOR

ERIC PENAROSA  
DEPUTY DIRECTOR

STATE OF HAWAII  
**DEPARTMENT OF PUBLIC SAFETY**

677 Ala Moana Boulevard, Suite 1000  
Honolulu, Hawaii 96813

March 10, 1993

No. 93-18467

TO: The Honorable John Waihee  
Governor, State of Hawaii  
*George W. Sumner*  
FROM: George W. Sumner, Director  
SUBJECT: APPROVED ORGANIZATION CHANGES

In accordance with Administrative Directive No. 90-01, Policy and Procedures for Effecting Changes in Organization, we respectfully submit the enclosed material for the record. The approved reorganization affects the Oahu Intake Service Centers Branch of the Department of Public Safety.

c: Office of the Lieutenant Governor  
Director of Finance  
Director of Personnel Services

[doc #8958z]

# ATTACHMEN

Positions Affected by Proposal

OISC=Oahu Intake Svc. Cntr.  
 OS=Operations Section  
 CSS=Clerical Support Staff  
 OSS=Office Services Staff  
 AS=Assessment Section  
 ACU=Assessment &  
 Classification Unit  
 AU=Assessment Unit  
 SS=Supervision Section  
 CU=Court Unit  
 PS=Program Services Unit  
 CT=Central Unit  
 SSU=Special Services Unit

<u>PRESENT NUMBER</u>	<u>CLASSIFICATION</u>	<u>PRESENT SEGMENT</u>	<u>PROPOSED SEGMENT</u>	<u>EXPLANATION</u>
<u>OISC</u>	-	-	OISC	To be determined
<u>OSS</u>				
26824E	Clerk-Steno II	New Position	OSS, OISC	Temporary Position
22409	Clerk-Steno II	CSS, OS	OSS, OISC	To head Staff
31279	Secretary II	OSS, OISC	OSS, OISC	
31280	Clerk-Steno II	CSS, OS	OSS, OISC	
<u>AS</u>				
26417	Social Worker VI	OS	AS	To head Section
<u>AU</u>				
26828E	Social Worker III	ACU, OS	AU, AS	Temporary Position
29988	Social Worker III	ACU, OS	AU, AS	
31284	Social Worker III	ACU, OS	AU, AS	
31285	Social Worker III	ACU, OS	AU, AS	
31286	Social Worker V	ACU, OS	AU, AS	
34582	Social Worker III	ACU, OS	AU, AS	To head Unit
34583	Social Worker III	ACU, OS	AU, AS	

<u>PRESENT NUMBER</u>	<u>CLASSIFICATION</u>	<u>PRESENT SEGMENT</u>	<u>PROPOSED SEGMENT</u>	<u>EXPLANATION</u>
<u>CU</u>				
24391	Social Worker III	CU, OS	CU, AS	
31283	Social Worker III	CU, OS	CU, AS	
31444	Social Worker V	CU, OS	CU, AS	To head Unit
34584	Social Worker III	CU, OS	CU, AS	
<u>SS</u>				
-	-	-	SS	To be determined
<u>CT</u>				
31287	Social Worker V	PS, OS	CT, SS	To head Unit
24399	Social Worker III	PS, OS	CT, SS	
26825E	Social Worker III	PS, OS	CT, SS	Temporary Position
26826E	Social Worker III	PS, OS	CT, SS	Temporary Position
<u>SSU</u>				
-	-	-	SSU, SS	To be determined
26827E	Social Worker III	PS, OS	SSU, SS	Temporary Position
31281	Social Worker III	PS, OS	SSU, SS	

[doc 0110Q]



DEPARTMENT OF PUBLIC SAFETY

NOTIFICATION OF CHANGES IN ORGANIZATION

January 29, 1993

TO: George W. Sumner, Director

THROUGH: Eric Penarosa, Deputy Director for Corrections

FROM: Thomas Hugo, ISCDA

ORGANIZATIONS  
AFFECTED: Intake Service Centers Division,  
Oahu Intake Services Center Branch,  
Operations Section

POSITIONS  
AFFECTED: (See Attachment A)

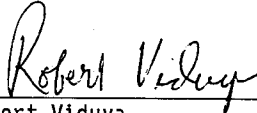
NATURE OF  
CHANGES:

- 1) Abolish a sectional segment
- 2) Abolish a clerical support segment
- 3) Establish two new Sections
- 4) Establish new units
- 5) Add new functions
- 6) Change methods of operations
- 7) Establish new supervisory levels

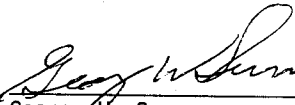
REASONS: (See Narrative Description)

ATTACHMENTS: Narrative Description  
Organization Charts; Present and Proposed  
Functional Statements; Present and Proposed  
Attachment A

APPROVAL RECOMMENDED:

  
Robert Viduya Date Mar 10, 1993  
Deputy Director for Administration

APPROVED/~~DISAPPROVED~~:

  
George W. Sumner Date 3/12/93  
Director

[doc 0108Q]

## NARRATIVE DESCRIPTION

### I. INTRODUCTION

This proposed reorganization restructures the Oahu Intake Services Center Branch (OISC), Intake Service Centers Division of the Office of the Deputy Director for Corrections by establishing two new Sections and two Units each under the Sections.

### II. PURPOSE/MISSION OF THE ORGANIZATION

The purpose of the OISC is to provide diversionary programs to offenders by conducting investigations, assessments, and evaluations, and providing supervision services to pre-trial, pre-sentenced and post-sentenced offenders at various locations within the Criminal Justice System (CJS).

### III. PRESENT ORGANIZATION

The OISC presently consist of a Branch Administration and a single sectional segment, the Operations Section. The Operations Section consists of a Clerical Support Staff, and three(3) line units, namely the Assessment and Classification, Program Services, and the Court Units, to provide services at various locations within the CJS at different time frames.

### IV. PROPOSED ORGANIZATION

The proposed reorganization is to correct the present structural and functional incongruities of the OISC by designing a new organizational structure, establishing a more appropriate division of work, enhancing communication and reporting relationships, and facilitating the scheduling of work assignments to reflect coverage of a number of geographical areas such as the Police Cell Block, Institutions and Courts at different time frames. The proposal calls for the establishment of two new Sections under the OISC, and subordinate units under the Sections as follows:

#### A. Assessment Section.

It is proposed that the Operations Section (OS) be abolished and redesignated as the new Assessment Section (AS) under the OISC.

##### 1. Assessment Unit

It is proposed that the present Assessment and Classification Unit be abolished; redesignated as the new Assessment Unit; and transferred to the new AS.

##### 2. Court Unit

It is proposed that the present Court Unit be transferred to the new AS.

B. Supervision Section

It is proposed that a new Supervision Section (SS) be established under the OISC.

1. Central Unit

It is proposed that the present Program Services Unit be abolished; redesignated as the Central Unit; and transferred to the new SS.

2. Special Services Unit

It is proposed that a new Special Services Unit be established under the SS.

C. Office Services Staff

It is proposed that the present Clerical Support Staff under the OS be abolished and merged with the Office Services Staff under the OISC.

V. NATURE OF PROPOSAL

The proposal functionally separates a diverse number of activities and processes presently carried out by the OISC in servicing the needs of the Hawaii Criminal Justice System by the establishment of the two new Sections.

A. Assessment Section

This new Section is characterized as a line section. Descriptively, it manages two units, the Court and Assessment Units, which have relatively similar functions, however, carried out at two different geographical locations, the Courts and the Honolulu Police Department, and the Oahu Community Correctional Center (OCCC), which admits pre-trial offenders.

This new Section will be headed by the Social Worker VI, Pos. No. 26417, transferred from the abolished OS, and shall report to the Branch Administrator, to be determined.

1. Assessment Unit

Descriptively, this new Unit operates within the Oahu Community Correctional Center (OCCC) on an eight (8) hour basis, and manages the facilities intake reception centers for screening and assessing incoming pre-trial and short-term sentenced offenders into the institution. Its major functions are to:

- a. Provide assessment and diagnostic evaluations of pre-trial misdemeanor and felon offenders and short-term sentenced offenders admitted into institutions; re-evaluate detained offenders for bail consideration, or those unable to post bail;
- b. Recommend to courts dispositional reconsideration;
- c. Screen, assess and classify admissions as to housing and security levels; and
- d. Provide casework and social services to detainees such as crisis intervention with families, individualized counseling, and community referrals.

The Social Worker V, Pos. No. 31286, will head this Unit, and report to the Social Worker VI, Pos. No. 26417. Social Worker III, Pos. Nos. 29988, 31284, 31285, 34582, 34583, and temporary Pos. No. 26828E, are assigned to this Unit.

## 2. Court Unit

This Unit operates from 3:00 am to 11:00 am, Monday through Saturday, at the HPD Police cell block and the District Courts by interviewing and assessing detained arrestees in preparation for pre-arraignment hearings at the District Courts during the Court's morning arraignment hours. The major functions involved are to:

- a. Conduct bail studies to determine financial or non-financial releases and appropriateness for alternative dispositions by conducting criminal background checks, verification of residence, employment, and substance abuse;
- b. Determine fitness of an offender to proceed in hearings and other services relative to court appearance; and
- c. Provide casework services to offenders detained in police cell blocks or at District Court and coordinate services with judges, Special Services Deputies, and the mental health assessment team of the Department of Health;

The Social Worker V, Pos. No. 31444 will head the Court Unit and report to the Social Worker VI, Pos. No. 26417. Social Worker III, Pos. Nos. 24391, 31283, and 34584, are assigned to this unit.

## B. Supervision Section

This new Section which operates out of the OCCC assumes the primary role of providing, upon dispositional action of an offender by the Court, supervision services to both the Circuit and District Courts. Supervision includes providing direct supervision of an offender release to the OISC to assure appearance in Court for hearing, electronic monitoring of an offender (electronic wristlets), and providing treatment and referral services, including testing for substance abuse.

The head of the new Supervision Section will be determined.

### 1. Central Unit

This Unit provides 8 hours, 5 days a week, direct community supervision to offenders released to the custody of the OISC by the Courts. Supervision entails one-to-one counseling, monitoring of the offender's employment status and residence, referrals to agencies for specialized services such as drug testing, and all other casework and social services for those offenders requiring closer casework intervention.

The Social Worker V, Pos. No. 31287, will head this Unit and report to the Section head, to be determined. Social Worker II, Pos. No. 24399, and temporary Pos. Nos. 26825E and 26826E, are assigned to this Unit.

### 2. Special Services Unit

This new Unit is characterized by providing supervision services electronically through individual wristlets placed on offenders on supervised release by the courts, including selected furloughees from institutions, or probationers and parolees who require less restrictive supervision. The Unit operates on a 16 hour basis by monitoring electronic equipment linked with telephones, monitoring scheduled calls, and conducting or coordinating field visits randomly or periodically to determine the location of each offender assigned a wristlet.

The head of the Unit is to be determined. Social Worker III, Pos. No. 31281, and temporary Pos. No. 26827E, are assigned to this Unit.

C. Office Services Staff

The present Clerical Support Staff of the OS is abolished, and the functions are merged with the Office Services Staff of the OISC. This merger will centrally locate all secretarial and clerical support services to bring about efficiency and effectiveness in the provision of support services to the entire branch.

The Clerk Steno II, Pos. Nos. 22409, 31280, and temporary position No. 26824E, are transferred to the Office Services Staff of the OISC, and report to the Secretary II, Pos. No. 31279.

VI. REASON FOR PROPOSAL

For the past several years, the OISC has incorporated new service delivery processes and programs requiring changes in its organizational structure. The present OISC organization is no longer adequate to meet its service delivery processes to the criminal justice system in an efficient and effective manner as original designed. The inter-changeability of staff among the units are no longer applicable as a result of expanding its geographical locations and service time frames to conform to the flow of offenders through the criminal justice system.

Geographically, it now serves offenders from point of booking and detainment at the HPD cell block, during adjudication by the courts, and through admission and release from the institutions. Service time frames have been altered significantly. Currently, staff schedules are from 3:00 am to 11:00 am at the HPD cell block and the courts, and 16 hours coverage for the proposed Special Services Unit. In addition, the OISC staff assignments are now highly specialized, requiring fixed schedules and specialization to provide different investigative, screening, assessment, and supervisory and monitoring services.

The proposed reorganization would:

1. Provide a realistic span of control on part of the OISC Administrator in covering the diverse functions at different geographical locations;
2. Provide closer supervision to work units carrying out similar functions such as supervision, and encouraging interchangeability of staff relative to carrying out similar functions;
3. Provide more efficient and effective scheduling of the work flow; and
4. Coordinate more effective working relationships between and among the sectional and unit segments.

[doc 0108Q]

JOHN WAIHEE  
GOVERNOR



GEORGE W. SUMNER  
DIRECTOR

ROBERT C. VIDUYA  
DEPUTY DIRECTOR

GEORGE IRANON  
DEPUTY DIRECTOR

ERIC PENAROSA  
DEPUTY DIRECTOR

STATE OF HAWAII  
**DEPARTMENT OF PUBLIC SAFETY**

677 Ala Moana Boulevard, Suite 1000

Honolulu, Hawaii 96813

November 30, 1992

No. \_\_\_\_\_

TO: The Honorable John Waihee  
Governor, State of Hawaii

THRU: The Honorable Yukio Takemoto, Director  
Department of Budget and Finance *[Signature]*

FROM: George W. Sumner, Director

SUBJECT: PROPOSED REORGANIZATION OF THE OFFICE OF THE  
DEPUTY DIRECTOR FOR LAW ENFORCEMENT, DEPARTMENT  
OF PUBLIC SAFETY

In accordance with Administrative Directive 90-01, Policy and Procedures for Effecting Changes in Organization, we respectfully submit an organizational proposal of the Office of the Deputy Director for Law Enforcement for your review and consideration.

INTRODUCTION

The Office of the Deputy Director for Law Enforcement, Department of Public Safety, presently consists of three divisions, the Protective Services, Narcotics Enforcement and Special Services Divisions, established in accordance with Act 281, SLH, 1990. This Act also transferred the law enforcement functions of the Department of Transportation (DOT), including those functions pertaining to parking at the DOT facilities, to the Department of Public Safety (PSD), effective July 1, 1991.

This proposal will incorporate the transferred law enforcement units of the DOT as a new divisional segment within the PSD Table of Organization as follows:

1. Establishes a new division, to be designated as the Maritime Law Enforcement Division (MLED) under the Office of the Deputy Director for Law Enforcement;
2. Establishes two new branches, to be designated as the Marine Patrol Branch (MPB) and the Harbor Patrol Branch (HPB) under the MLED;
3. Abolishes the Harbors Branch presently placed under the Protective Services Division;
4. Establishes four Districts, i.e., Oahu, Hawaii, Maui and Kauai Districts under the MPB and HPB; and
5. Assigns the 70 transferred positions from the DOT and 5 new positions authorized by Act 300, SLH, 1992 to the attached proposed MLED to implement this organizational proposal.

A. MISSION/PURPOSE OF THIS ORGANIZATION

1. Office of the Deputy Director for Law Enforcement

The primary mission of the Office of the Deputy Director for Law Enforcement is to guard State property and facilities, preserve the peace and protect the public in designated areas; enforce specific laws, rules, and regulations for the prevention and control of crime; and serve process in civil and criminal proceedings.

2. Maritime Law Enforcement Division

The primary mission of the new Maritime Law Enforcement Division is to serve and protect all persons and property within the jurisdictional control of the department; enforce the laws of the State; and preserve the peace by deterring and preventing crime, and apprehending violators of the law.

a. Marine Patrol Branch

The primary purposes of the Marine Patrol Branch are to protect and serve all persons and property of the boating and beach facilities of the State; and enforce the laws by inspecting vessels and facilities, and investigating and apprehending law violators.

b. Harbor Patrol Branch

The primary purposes of the Harbor Patrol Branch are to protect all persons and property of the State's commercial harbors; and enforce the laws through surveillance, investigation and the apprehension of law violators.

B. DESCRIPTION OF PROGRAMS

1. Maritime Law Enforcement Division

The proposed new Maritime Law Enforcement Division will serve as the central field operations division to carry out the law enforcement activities of the State's commercial harbors, boating and beach facilities, and water ways. The division shall also assume the focal point for researching, planning, implementing and maintaining all law enforcement, boating safety and other regulatory programs of the State, and establish standards, regulations and directives relative to the operations of the division.

a. Marine Patrol Branch

The new Marine Patrol Branch, under the head of the MLED, will be performing various inspective, investigative, surveillance and other law enforcement and managerial activities at all State boating and beach facilities, and inshore and offshore water ways within three (3) nautical miles. The branch will work in close liaison with its counter-part, the Harbor Patrol Branch, in coordinating and covering geographical gaps in marine enforcement.



(1) Oahu, Hawaii, Maui and Kauai Districts

The proposed Oahu, Hawaii, Maui and Kauai Districts, under the head of the MPB, through scheduled water and land patrols, will cover the network of State operated boating and beach facilities on each island. Their primary functions will be to inspect and survey marine facilities and activities to ensure conformity to laws and rules of the State. The Oahu District will cover the Honolulu, Leeward, and Windward sectors of the District.

b. Harbor Patrol Branch

The new Harbor Patrol Branch, under the head of the MLED, will perform inspections, investigations, surveillance and other law enforcement and managerial activities at all of the State's commercial harbors. In addition, this branch will assume a regulatory function by enforcing all traffic and parking rules and regulations of the Harbor's Division of the DOT parking facilities. This new branch will work in close unison with the Marine Patrol Branch in coordinating its activities.

(a) Oahu, Hawaii, Maui and Kauai Districts

The proposed Districts under the head of the HPB, through scheduled land patrols, will cover each of their respective island's State commercial harbors. The Oahu District, which provides 24-hour coverage, will patrol the Leeward, Windward and Central Oahu facilities, and enforce all laws and rules and regulations of the DOT. These Districts will work in close coordination with the Marine Patrol Districts during emergencies and in response to shortages of manpower.

C. PURPOSE OF PROPOSALS

1. Reasons for the Proposals

Act 281, SLH, 1990, transferred all enforcement functions, equipment, and personnel from the Department of Transportation to the PSD, effective July 1, 1991. This transfer warrants the establishment of a new division under the PSD's Office of the Deputy Director for Law Enforcement to provide protection and law enforcement activities for all of the State's in-shore and off-shore waters and facilities. The three existing field divisions of the Office of the Deputy Director for Law Enforcement are presently land-based operations, and functionally unrelated to the new proposed Maritime Law Enforcement Division.

In addition, this new division will enforce, other than laws, the Department of Transportation's rules and regulations governing the security of State commercial harbors, boating and beach facilities, and all shores and shore waters.

2. Expected Accomplishments

The establishment of the Marine Patrol and Harbor Patrol organizational segments under the MLED is intended to maximize efficiency and effectiveness in the use of manpower and operations by merging similar type of functions and activities under a single command structure. This structure will enable the division to expand its scope of operations to a potentially wider geographical area in the future and use its staff interchangeable to cover its maritime functions.

3. Alternatives Considered

Consideration was given to establishing the Marine and Harbor Patrol organizational segments with one of the existing divisions of the Office of the Deputy Director for Law Enforcement. However, this alternative was not considered viable as these two patrol functions are distinctly water-based in nature and highly specialized in the enforcement of the State's marine environment.

Consideration was also made to establishing two separate new divisions, the Harbors Division and Marine Division. This alternative was not considered viable as these two patrol segments have similar functions.

D. DESCRIPTION OF PROPOSED CHANGES TO ORGANIZATION

1. Changes in Functional Statements

a. Maritime Law Enforcement Division

New functions are proposed for the new division.

b. Marine Patrol Branch

New functions are proposed for the new Branch.

(1) Oahu, Hawaii, Maui and Kauai Districts

New functions are proposed for each of the Districts.

c. Harbor Patrol Branch

New functions are proposed for the new branch.

(1) Oahu, Hawaii, Maui and Kauai Districts.

New functions are proposed for each of the Districts

2. Changes in Work Flow

The work flow is amended from that designed by the DOT.

a. With the establishment of the new Maritime Law Enforcement Division, all work flow shall emanate from the head of the Office of the Deputy Director for Law Enforcement to the MLED.

b. With the establishment of the new Marine Patrol and Harbor Patrol Branches, all work flow shall be channelled from the new MLED.

- c. With the establishment of the various Districts, all work flow shall emanate from the respective branches.

3. Changes in Work Assignments

Act 281, SLH, 1990, transferred 70 permanent positions from the DOT to the PSD. These positions are assigned as follows:

- a. Maritime Law Enforcement Division

The Special Services Deputy V, Pos. No. 26577E, reclassified from First Deputy Sheriff IV by the DPS, is transferred from the Protective Services Division to head this new division, and will report to the Deputy Director for Law Enforcement, Pos. No. 25989E.

- b. Marine Patrol Branch

The Marine Patrol Officer IV, Pos. No. 28533, is assigned to head the Branch, and will report to the Special Services Deputy V, Pos. No. 26577E.

Clerk Typist III, Pos. No. 93171V, authorized by Act 300, SLH, 1992, is assigned to the MPB, and will report to the Marine Patrol Officer IV, Pos. No. 28533.

- (1) Oahu District

Marine Patrol Officer III, Pos. Nos. 42656, 42657, and 42658, and State Security Guard III, Pos. No. 25898, will head the District on a shift basis, and report to the Marine Patrol Officer IV, Pos. No. 28533.

Marine Patrol Officer II, Pos. Nos. 04345, 08593, 10897, 25167, 25897, 25899, 28534, 28535, 34481, 34482, 39693, 39694, 39695, 39696, 42111, 42112, 42113, and 44265, are assigned to the District and report to one of the four (4) shift supervisors on duty.

(2) Hawaii District

Marine Patrol Officer III, Pos. No. 42790, will head the Hawaii District, and report to the Marine Patrol Officer IV, Pos. No. 28533.

Marine Patrol Officer II, Pos. Nos. 34480, 39697, 39698, 39699, 42114, and 42115 are assigned to the District, and report to the Marine Patrol Officer III, Pos. No. 42790.

Clerk Typist III, Pos. No. 93172V, authorized by Act 300, SLH, 1992, is assigned to the Hawaii District and will report to the Marine Patrol Officer III, Pos. No. 42790.

(3) Maui District

Marine Patrol Officer III, Pos. No. 42791, will head the District, and report to the Marine Patrol Officer IV, Pos. No. 28533.

Marine Patrol Officer II, Pos. Nos. 34479, 39700, 39701, 39702, 42118, and 42119, are assigned to the District, and report to the Marine Patrol Officer III, Pos. No. 42791.

Clerk Typist III, Pos. No. 93173V, authorized by Act 300, SLH, 1992, is assigned to the Maui District and will report to the Marine Patrol Officer III, Pos. No. 42791.

(4) Kauai District

Marine Patrol Officer III, Pos. No. 42792 will head the District, and report to the Marine Patrol Officer IV, Pos. No. 28533.

Marine Patrol Officer II, Pos. Nos. 34478, 39703, 39704, 42116 and 42117, are assigned to the District, and report to the Marine Patrol Officer III, Pos. No. 42792.

Clerk Typist III, Pos. No. 93174V, authorized by Act 300, SLH, 1992, is assigned to the Kauai District, and will report to the Marine Patrol Officer III, Pos. No. 42792.

c. Harbor Patrol Branch

The State Security Guard IV, Pos. No. 11585, is assigned to head the Harbor Patrol Branch, and will report to the Special Services Deputy V, Pos. No. 26577E.

Clerk Typist III, Pos. No. 93175V, authorized by Act 300, SLH, 1992, is assigned to the HPB, and will report to the State Security Guard IV, Pos. No. 11585.

(1) Oahu District

This District reflects a 24 hours, 7 days a week, 3 shift operations.

The State Security Guard III, Pos. Nos. 25296, 08669, and 16898 are assigned on a shift basis to head the Oahu District and report to the head of the Harbor Patrol Branch, Pos. No. 11585.

State Security Guard II, Pos. Nos. 01053, 01055, 01083, 12128, 16897, 25895, 25896, 25900, 25901, 25902, 26010, 26011, 26012, and 28482 are assigned to the

District, and will report to one of the three (3) shift supervisors above.

The Parking Control Officer I, Pos. Nos. 01076, 11774, 19157, 19158, and 26020, are assigned to the District, and report to one of the 3 shift supervisors; i.e., State Security Guard III, Pos. Nos. 16898, 25296, or 08669. These positions are responsible for securing and maintaining the public parking facilities of the Harbors Division of the DOT.

(2) Hawaii District

Security Officer I, Pos. Nos. 11291 and 42736 are assigned to head the Hawaii District, and will report to the State Security Guard IV, Pos. No. 11585.

(3) Maui District

Security Officer I, Pos. No. 11293, is assigned to head the Maui District, and will report to the State Security Guard IV, Pos. No. 11585.

(4) Kauai District

Security Officer I, Pos. No. 12222, is assigned to head the Kauai District, and will report to the State Security Guard IV, Pos. No. 11585.

4. Changes in Supervision Levels


With the exception of a new divisional segment, the MLED, there are no changes in supervisory levels or assignments subsequent to the transfer of staff and functions from the DOT to the PSD.

The new division elects to continue its present organizational structure and position alignment pending any future reorganizations.


Present and proposed organization and position organization charts and functional statements for the DOT and the PSD are attached.

The Honorable John Waihee  
November 30, 1992  
Page 11




  
George W. Sumner, Director  
Department of Public Safety

APPROVAL RECOMMENDED:

  
Yukio Takemoto, Director  
Department of Budget and Finance

DEC 14 1992  
Date

APPROVED/~~DISAPPROVED~~:

  
John Waihee, Governor  
State of Hawaii

DEC 17 1992  
Date

c: DOT

(s:MHPB)



# ATTACHMENT A

## Positions Affected Per Proposal

MLED = Maritime Law Enforcement Division  
 MPB = Marine Patrol Branch  
 HPB = Harbor Patrol Branch  
 OD = Oahu District  
 HD = Hawaii District  
 MD = Maui District  
 KD = Kauai District  
 DOT = Department of Transportation

<u>POSITION NO.</u>	<u>CLASSIFICATION</u>	<u>PRESENT SEGMENT</u>	<u>PROPOSED SEGMENT</u>	<u>EXPLANATION</u>
<u>MLED</u>				
26577E	Special Services Deputy V	Protective Services Division	MLED	To head Division
<u>MPB</u>				
28533	Marine Patrol Officer IV	Transferred from DOT	MPB, MLED	To head Branch
93171V	Clerk Typist III		MPB	Authorized; Act 300, SLH, 1992
<u>OD</u>				
25898	State Security Guard	Transferred from DOT	Oahu District, MPB	To head District; to be redescribed to MPO
42656	Marine Patrol Officer III	Transferred from DOT	Oahu District, MPB	To head District
42657	Marine Patrol Officer III	Transferred from DOT	Oahu District, MPB	To head District

## ATTACHMENT A

### Positions Affected per Proposal

42658	Marine Patrol Officer III	Transferred from DOT	Oahu District, MPB	To head District
04345	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
08593	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
10897	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
25167	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
25897	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
25899	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
28534	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
28535	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
34481	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
34482	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
39693	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
39694	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
39695	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
39696	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
42111	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
42112	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
42113	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
44265	Marine Patrol Officer II	Transferred from DOT	Oahu District, MPB	
<u>HD</u>				
42790	Marine Patrol Officer III	Transferred from DOT	Hawaii District, MPB	To head District
34480	Marine Patrol Officer II	Transferred from DOT	Hawaii District, MPB	
39697	Marine Patrol Officer II	Transferred from DOT	Hawaii District, MPB	
39698	Marine Patrol Officer II	Transferred from DOT	Hawaii District, MPB	

# ATTACHMENT A

## Positions Affected per Proposal

39699	Marine Patrol Officer II	Transferred from DOT	Hawaii District, MPB	
42114	Marine Patrol Officer II	Transferred from DOT	Hawaii District, MPB	
42115	Marine Patrol Officer II	Transferred from DOT	Hawaii District, MPB	
93172V	Clerk Typist III		Hawaii District, MPB	Authorized; Act 300, SLH, 1992
 <u>MD</u>				
42791	Marine Patrol Officer III	Transferred from DOT	Maui District, MPB	To head District
34479	Marine Patrol Officer II	Transferred from DOT	Maui District, MPB	
39700	Marine Patrol Officer II	Transferred from DOT	Maui District, MPB	
39701	Marine Patrol Officer II	Transferred from DOT	Maui District, MPB	
39702	Marine Patrol Officer II	Transferred from DOT	Maui District, MPB	
42118	Marine Patrol Officer II	Transferred from DOT	Maui District, MPB	
42119	Marine Patrol Officer II	Transferred from DOT	Maui District, MPB	
93173V	Clerk Typist III		Maui District, MPB	Authorized; Act 300, SLH, 1992
 <u>KD</u>				
42792	Marine Patrol Officer III	Transferred from DOT	Kauai District, MPB	To head District
34478	Marine Patrol Officer II	Transferred from DOT	Kauai District, MPB	
39703	Marine Patrol Officer II	Transferred from DOT	Kauai District, MPB	
39704	Marine Patrol Officer II	Transferred from DOT	Kauai District, MPB	
42116	Marine Patrol Officer II	Transferred from DOT	Kauai District, MPB	
42117	Marine Patrol Officer II	Transferred from DOT	Kauai District, MPB	

# ATTACHMENT A

## Positions Affected per Proposal

93174V	Clerk Typist III	Kauai District, MPB	Authorized; Act 300, SLH, 1992
<u>HPB</u>			
11585	State Security Guard IV		
93175V	Clerk Typist III	HPB, MLED HPB, MLED	To head Branch Authorized; Act 300, SLH, 1992
<u>OD</u>			
08699	State Security Guard III		
16898	State Security Guard III	Oahu District, HPB	To head District
25296	State Security Guard III	Oahu District, HPB	To head District
		Oahu District, HPB	To head District
01053	State Security Guard II		
01055	State Security Guard II	Oahu District, HPB	
01083	State Security Guard II	Oahu District, HPB	
12128	State Security Guard II	Oahu District, HPB	
16897	State Security Guard II	Oahu District, HPB	
25895	State Security Guard II	Oahu District, HPB	
25896	State Security Guard II	Oahu District, HPB	
25900	State Security Guard II	Oahu District, HPB	
25901	State Security Guard II	Oahu District, HPB	
25902	State Security Guard II	Oahu District, HPB	
26010	State Security Guard II	Oahu District, HPB	
26011	State Security Guard II	Oahu District, HPB	
26012	State Security Guard II	Oahu District, HPB	

# ATTACHMENT A

## Positions Affected per Proposal

28482	State Security Guard II	Transferred from DOT	Oahu District, HPB	
01076	Parking Control Officer I	Transferred from DOT	Oahu District, HPB	
11774	Parking Control Officer I	Transferred from DOT	Oahu District, HPB	
19157	Parking Control Officer I	Transferred from DOT	Oahu District, HPB	
19158	Parking Control Officer I	Transferred from DOT	Oahu District, HPB	
26020	Parking Control Officer I	Transferred from DOT	Oahu District, HPB	
<u>HD</u>				
11291	Security Officer I	Transferred from DOT	Hawaii District, HPB	To head District
42736	Security Officer I	Transferred from DOT	Hawaii District, HPB	To head District
<u>MD</u>				
11293	Security Officer I	Transferred from DOT	Maui District, HPB	To head District
<u>KD</u>				
12222	Security Officer I	Transferred from DOT	Kauai District, HPB	To head District

[a:ATTACHA]

Inter-Office  
MEMORANDUM

## DEPARTMENT OF PUBLIC SAFETY

No. \_\_\_\_\_

Suspense: \_\_\_\_\_

February 09, 1993

TO: George W. Sumner, Director

THROUGH: Robert Viduya, Deputy Director for Administration *for*

FROM: Umeo Hashiro, Management Services Administrator *ans*

SUBJECT: ESTABLISHMENT OF PERMANENT POSITIONS VARYING  
FROM SERIES TO CLASS AUTHORIZED IN THE  
APPROPRIATIONS ACT

In accordance with the Governor's Administrative Directive No. 90-13, dated February 5, 1990, relating to establishing permanent positions varying from series and class, your acknowledgment is requested to convert a vacant Clerk-Steno II (SR-08), PSD 900, position number 39590, to an Account Clerk III (SR-11). The request for a conversion is essential for the proper staffing of the Office Services Staff (OSS), Management Services Office of the Office of the Deputy Director for Administration.

Presently, the OSS is in the process of being reorganized by the establishment of two new sections to reflect significant changes in program directions and operations over the past year. The OSS's operations now include that of, executing and monitoring a large percentage of PSD 900's "Current Expenses". These current expenses cover funding for all purchasing of office supplies, office equipment rentals and maintenance, postage, advertising and other expenditures for the entire PSD 900 Administration. In addition, the OSS monitors the expenditures of all divisional and above administrative offices of the Department.

The present staff classification is not adequate to meet the needs of the diverse functions of the OSS. Currently, some position classifications represent a degree of obsolescence as the OSS now assumes far less housekeeping functions and more into specialized functions such as account's keeping, central records management, office automation, etc.

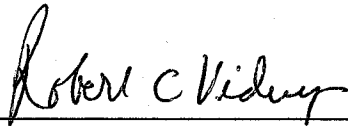
With the Account Clerk III position, OSS will be able to maintain account's keeping in a systematic and professional manner. This newly converted position will head a new Fiscal Support Section under the OSS, and will

George W. Sumner, Director  
February 09, 1993  
Page 2

require knowledge in fiscal management such as expenditure planning, purchasing, contracting, inventory, and general book-keeping.

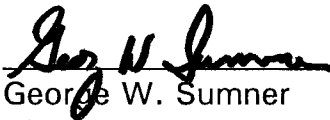
Your favorable consideration for this request is appreciated.

ACKNOWLEDGMENT RECOMMENDED:



Robert C. Viduya  
Deputy Director for Administration  
Date: FEB 10, 1993

ACKNOWLEDGED:



George W. Sumner  
Director  
Date: February 10, 1993

Attachments

c: Personnel Office  
PPB Office

[a:PERMPOS]



STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY

677 Ala Moana Boulevard, Suite 1000  
Honolulu, Hawaii 96813

November 19, 1991

No. 91-12668

TO: The Honorable John Waihee  
Governor, State of Hawaii

FROM:   
George W. Sumner, Director  
Department of Public Safety

SUBJECT: REQUEST TO ESTABLISH PERMANENT POSITION VARYING FROM SERIES  
AND CLASS

The Department of Public Safety (PSD) is requesting your favorable consideration to permanently establish a position varying from series and class, as authorized in the current appropriation act, ACT 296, SLH 1991. We would like to convert an Intake Service Center Program Specialist I (SR-22), PSD 900 position number 30231, to a Planner VI (SR-26). This request for permanent approval for variance is essential for the proper staffing of the Planning Staff Section of the Planning, Programming and Budget Office.

Currently, the Planning Staff is designed to evaluate and plan for the former Department of Corrections (DOC). With the reorganization and creation of the new Department of Public Safety and the addition of the Law Enforcement Division, the scope of the present staffing structure is not adequate to meet the needs of the new and diverse functions of the Department.

The Law Enforcement Division has reorganized into several independent branches, which requires individual attention and specialization. The position description of an Intake Service Center Program Specialist does not adequately meet the needs of the newly formed Department.

With the Planner VI (SR-26) position, the Department of Public Safety can assist the dynamic and ever-changing role of both the Law Enforcement Division and the Corrections Division. This new position will head the Planning Staff Office, and will require knowledge of advanced research and statistical methods, and public planning. The new position will be involved with the following:

- o Staff selection, training, and supervision.
- o Development of new and amendments to current laws and regulations for correctional facilities, inmates, law enforcement personnel, and state property, under the jurisdiction of this Department.



The Honorable John Waihee

November 19, 1991

Page 2

- o Creation of studies for existing and proposed correctional facilities in terms of their functional, social, and economical aspects.
- o Translation of community planning objectives into design programs and the creation of designs for meeting the goals of these programs.

The Planning Staff Office will be producing reports on the Corrections and Law Enforcement Divisions, based on research and statistical methods and technics, and public planning. The office will be involved in planning and evaluating new programs in order to assist the Director in charting the future course of this Department. We believe that the Planner VI (SR-26) position will be diverse enough to meet the needs of the Department of Public Safety.

My staff and I are readily available to discuss this matter in greater detail. Your favorable consideration for this request is appreciated.



#91-12668

EXECUTIVE CHAMBERS  
HONOLULU

JOHN WAIHEE  
GOVERNOR

December 27, 1991

MEMORANDUM

TO: The Honorable George W. Sumner, Director  
Department of Public Safety

SUBJECT: Request to Establish Permanent Position Varying from Series  
and Class

I hereby approve your request to convert an existing Intake Service Center Program Specialist I, Position No. 30231 (SR-22), to a Planner VI position, pursuant to the provisions of Administrative Directive 90-13, relating to policies governing position variances.

A handwritten signature in cursive script, reading "John Waihee".

JOHN WAIHEE

cc: Honorable Yukio Takemoto

ACKNOWLEDGED:

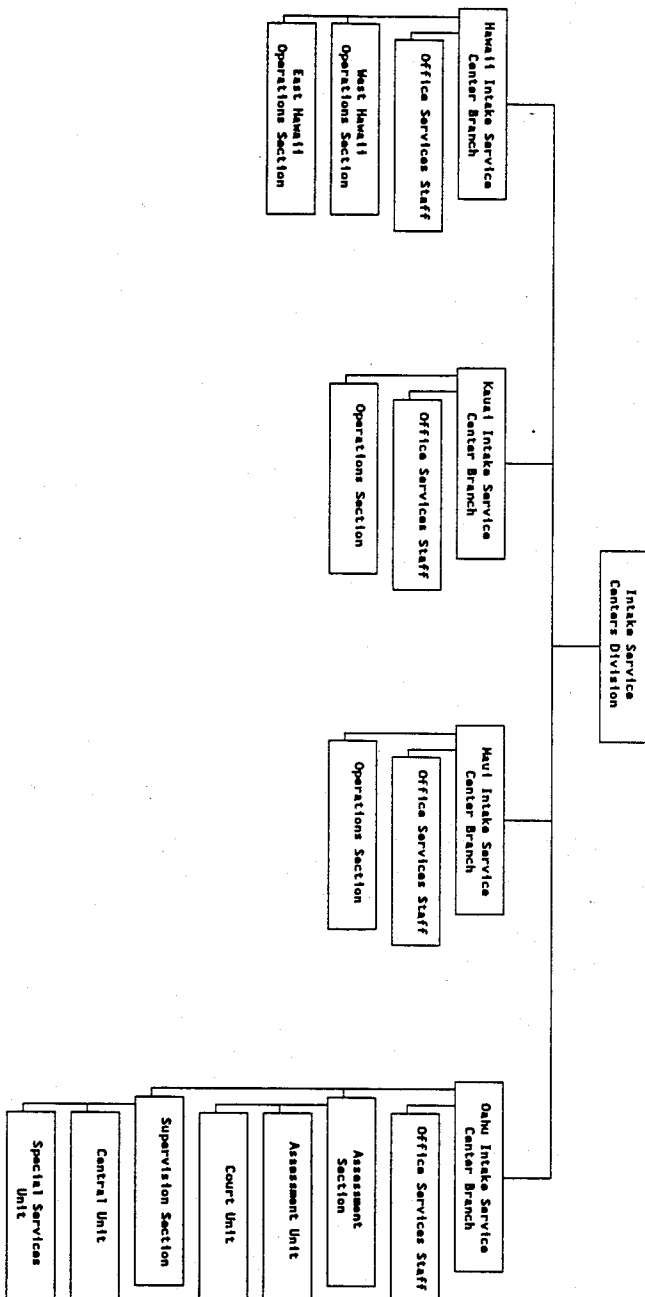
*George S. Adams*  
GEORGE S. ADAMS, DIRECTOR  
DEPARTMENT OF PUBLIC SAFETY

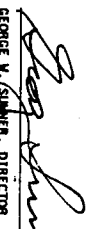
3-15-93  
DATE

ATTACHMENT H

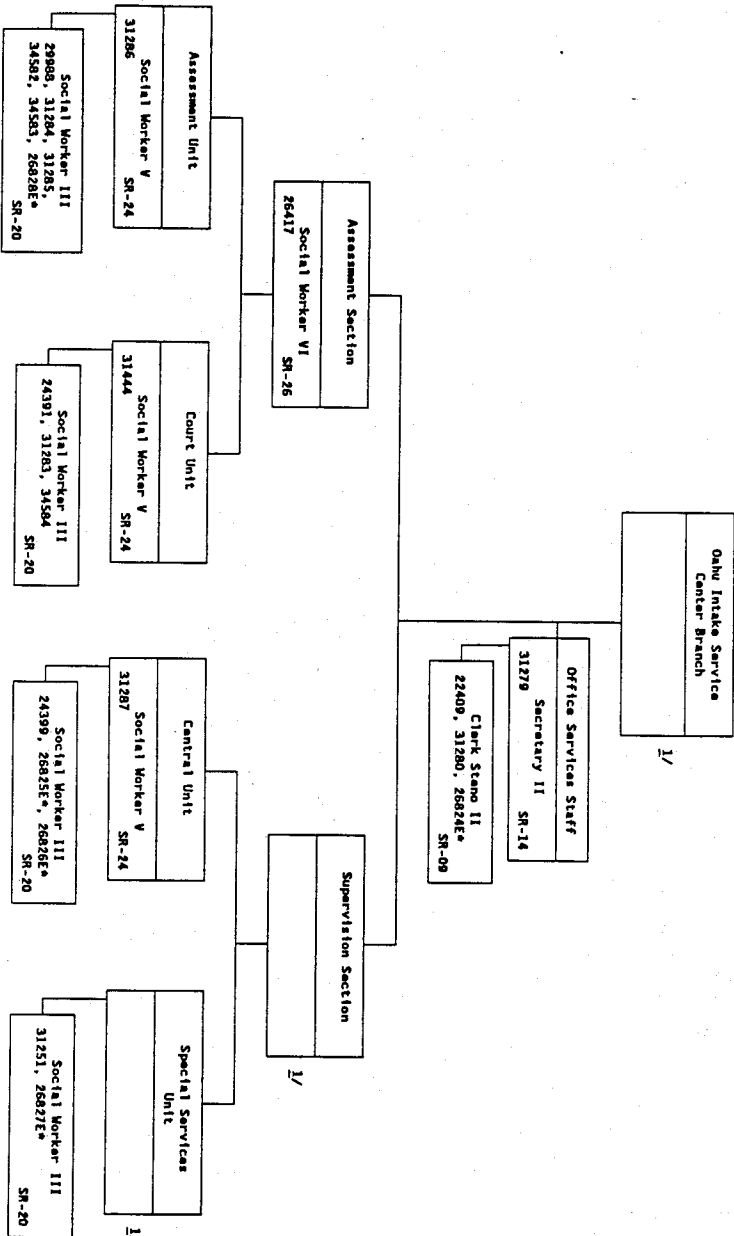
STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DEPUTY DIRECTOR  
FOR CORRECTIONS  
INTAKE SERVICE CENTERS DIVISION

ORGANIZATION CHART  
PROPOSED



ACKNOWLEDGED:  
  
GEORGE W. SUMNER, DIRECTOR  
DEPARTMENT OF PUBLIC SAFETY

3-15-93  
DATE



STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DEPUTY DIRECTOR  
FOR CORRECTIONS  
INTAKE SERVICE CENTERS DIVISION  
OAHU INTAKE SERVICE CENTER BRANCH  
POSITION ORGANIZATION CHART  
PROPOSED

\* Temporary Position; NTE 6/30/93  
1/ To be determined

DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS  
INTAKE SERVICE CENTERS DIVISION  
OAHU INTAKE SERVICE CENTER BRANCH  
FUNCTIONAL STATEMENT  
PROPOSED

Under the general supervision of the head of the Intake Service Centers Division, provides intake and related services for felony and misdemeanor offenders, and maintains effective relationships with criminal justice and other public and private agencies.

1. Recommends goals and objectives, policies, rules and regulations, procedures, and proposed legislation to facilitate Branch operations and delivery of services.
2. Develops, plans, coordinates and implements program plans, policies and guidelines.
3. Develops and recommends the operating budget for Branch operations.
4. Maintains liaison and coordination with other criminal justice and public and private agencies to assure timely and effective Branch services, and facilitate integration of efforts.

Office Services Staff

Under the general supervision of the head of the Oahu Intake Service Center Branch, provides secretarial and clerical support services to the Branch, and carries out administrative housekeeping functions for the Branch.

1. Assists in budget preparation process and compiles budget details for review; assists in preparing expenditure plans; and maintains operating and fiscal records and prepares related reports.
2. Conducts purchasing and related procedures for the acquisition of supplies, equipment and materials; provides inventory management for the Branch.
3. Performs transcription and typing of case records, reports, and other legal documents.

4. Maintains files, verifies requested data and other information for reports; distributes files, correspondence, and other documents.
5. Operates and maintains various office machines and equipment.
6. Provides all other secretarial and clerical services to the Branch and operating sections.

#### ASSESSMENT SECTION

Under the general supervision of the head of the Oahu Intake Service Center Branch, provides investigations, assessments, evaluations and casework services to pre-trial, pre-sentenced and post-sentenced offenders at various locations within the Hawaii Criminal Justice System.

1. Conducts intake, investigations, assessments, evaluations, and referrals, and other services to assist offenders, Prosecutors, Courts, Institutions, and other elements of the Criminal Justice System in the processing of cases.
2. Maintains liaison with the courts, police, prosecutors, probation, parole and others in order to facilitate assistance to offenders.
3. Conducts case and operations reviews in order to assure adequacy and consistency of services.
4. Plans, develops, and implements new programs and processes in coordination with the Branch Administration and elements of the Criminal Justice System.
5. Coordinates and monitors programs and processes carried out by the Section; and coordinates efforts with the Supervision Section of the Branch and with Criminal Justice Agencies.
6. Maintains a computerized system of recording all case management activities.

#### Assessment Unit

Under the general supervision of the head of the Assessment Section, screens and assesses all offenders admitted to correctional institutions for early release alternatives; identifies and arranges medical and other service requirements to meet offender needs; and recommends initial offender housing, security classification levels and other services for confined pre-trial and short-term offenders.

1. Provides initial intake screening for all persons newly admitted into correctional facilities; reviews and validates admission and release documents; and interviews and evaluates offenders needs and arranges medical referrals.
2. Evaluates offenders for initial housing assignment and security classification levels; provides direct case work services such as crisis intervention, orientation and individual counseling services; and provides diversionary referral services to persons into non-detention or residential programs.
3. Provides case management by assessing or reassessing on an on-going or requested basis, all offenders who are awaiting a hearing or final adjudication in the courts; prepares reports of findings for court consideration; and recommends bail or non-bail status changes and other diversionary dispositions to the courts.
4. Maintains daily liaison with the Courts and Prosecutors; provides testimonies in court for preliminary and dispositional hearings.

#### Court Unit

Under the general supervision of the head of the Assessment Section, screens and assesses all arrested misdemeanants at the Police CellBlock and District Courts for release alternatives; and arranges medical and psychiatric and other social and referral services for the courts to meet the needs of non-detained or detained offenders.

1. Provides initial screening for all persons charged with a misdemeanor offenses and detained at the HPD CellBlock or District Court detention; performs verification of offenders present status, personal, and criminal history to determine appropriate pretrial release recommendation.
2. Provides diagnostic evaluations on eligible misdemeanants at the Police CellBlock and District Court to determine financial (bail) or non-financial release, applicable conditions thereof, fitness to proceed for hearing and other services deemed appropriate to ensure appearance in court and community and personal safety.
3. Provides direct social services as needed, including but not limited to crisis intervention, counseling and referral services at the Police CellBlock and District courts.
4. Coordinates services with the Court judges, Special Services Deputies, Court and Corrections Mental Health Team, Public Defender and Prosecutor's Office, Hawaii Armed Services Police and Bailiff's Office.

## SUPERVISION SECTION

Under the general supervision of the head of the Oahu Intake Services Center Branch, performs casework supervision management of pre-trial misdemeanor and felon offenders awaiting trial or sentencing in the community; and manages the electronic monitoring supervision programs and substance abuse detection programs.

1. Plans, develops and implements new programs and processes in coordination with the Branch Administrator and elements of the criminal justice system.
2. Establishes and maintains operational procedures for operations of supervision programs.
3. Maintains liaison with the Courts, Probation Division of the Judiciary, Parole and others in the criminal justice system.
4. Coordinates and monitors programs and processes carried out by the Section, and coordinates with the Assessment Section.
5. Conducts case and operations reviews to assure adequacy and consistency of services.
6. Maintains a computerized system of recording all case management activities.

## Central Unit

Under the general supervision of the head of the Supervision Section, performs casework supervision in the court-ordered supervision of pre-trial felon and misdemeanor offenders awaiting trial or sentencing in the community.

1. Prepares court orders for offenders release on supervision; reviews terms and conditions with offenders or sponsor/program representatives.
2. Provides direct supervision to selected offenders released into the community pending adjudication; assists offenders in appearing in court.
3. Monitors the offenders' compliance to terms and conditions of release through individualized supervision and substance abuse testing.
4. Provides direct social services, including but not limited to crisis intervention, family counseling, and referrals.
5. Provides adjustment summaries of supervised offenders to the District/Circuit Court, District Court Counseling Services and Adult Probation Department for sentencing.



6. Prepares court orders for offenders who violate terms and conditions for release; testifies in court.

#### Special Services Unit

Under the general supervision of the head of the Supervision Section, provides station alone supervision to pre-trial and post-sentenced offenders through a electronic monitoring system (wristlets, anklets, verifier).

1. Monitors and maintains the verifier on a station alone basis which validates all incoming telephone calls of the offenders' location.
2. Maintains a log of all in-coming calls; reviews calls on a daily basis.
3. Maintains direct contact (face-to-face) with participant offenders, and monitors compliance with the terms and conditions of the program.
4. Maintains direct liaison with caseworkers or agencies to report violations of terms and conditions for program participants.
5. Periodically and randomly inspects electronic equipment; maintains equipment.
6. Maintains a case management record of each participant offender.

[doc 0112Q]